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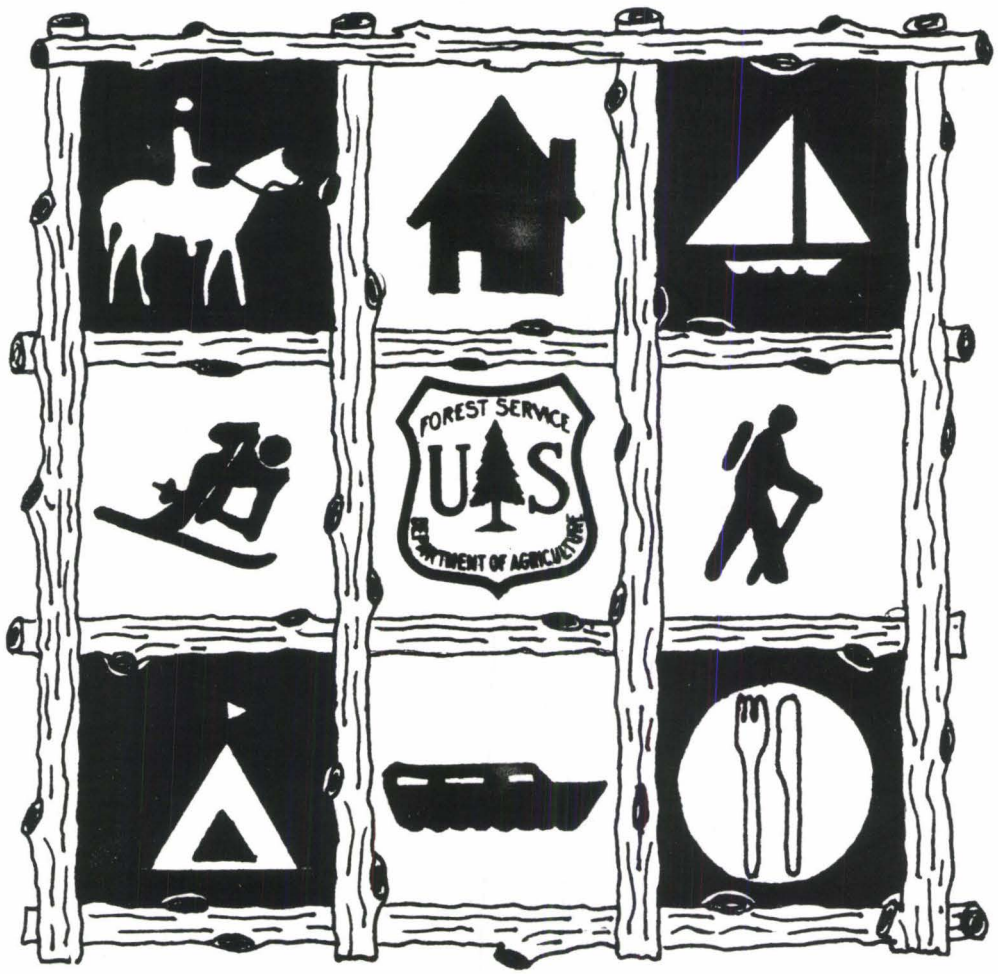
Recreation Special Uses Workbook for the Pineridge Ranger District Sierra National Forest

REESE, MARILY



Forest Service - USDA
Pacific Southwest Region

87

MARKETING PLAN
FOR THE
RECREATION SPECIAL USES WORKBOOK

WHO:

Sierra National Forest

The Recreation Special Uses Workbook was intended primarily for use on the Pineridge Ranger District on the Sierra National Forest. Copies of this plan will be distributed on the District and Forest as follows:

Pineridge District Ranger:	Kirby Schwinck
Pineridge Special Uses Officer:	Gordon Pearigen
Pineridge Assistant Special Uses Officers:	Marily Reese
	Vacant
Forest Recreation Officer:	Tom Baxter
Mariposa District Lands/Recreation Officer:	Brian Curtis
Minarets District Recreation Officer:	Michael LeFevre

Other Areas

Since the plan was drafted, other individuals have expressed interest in obtaining a final copy. Some of these individuals were contacted during the information gathering phase of the project, and some were present at the oral review. Other individuals have heard of the project through general conversations and have also requested copies. They include:

Virgil Anderson	Lake Tahoe Basin Management Unit
Becky Armstrong	Sierra NF
Carey Conway	Shasta-Trinity NF
Mike Evans	Sequoia NF
Janice Gordon	Angeles NF
Bob Moore	Tahoe NF
Brian Morris	El Dorado NF
Gary Plisco	Regional Office (R-5)
Tom Whear	El Dorado NF
Bob Wood	Inyo NF
Roland Emetaz	Mount St. Helens NVM (R-6)
Lynn Roehm	Umatilla NF (R-6)
Susan Skalski	Willamette NF (R-6)

Other Forest Service personnel who may be interested in obtaining copies will be sent copies upon request. It could be possible that wider distribution on a national level could occur. A possible option would be to send a copy to the Special Uses representative in each regional office. At this point, because of the cost of duplicating the project, copies at random will not be sent.

WHAT:

"The Project" is a workbook/reference guide that summarizes some of the common aspects of permit administration for: recreation residences, commercial resorts, and camps on the Pineridge Ranger District, Sierra National Forest.

WHEN:

When will it be used??

The Workbook would be used in a variety of circumstances. One instance would be when a new person comes to work in Special Uses. Another would be when quick reference needs to be made for a particular problem or situation that arises. The Workbook could also be used by individuals in staff positions who are not dealing with Special Uses on a daily basis, and need to review some of the common aspects of administration.

When will it be distributed??

The Workbook will be distributed to the individuals identified above within the month of February, 1989. Other copies will be sent upon request.

SUMMARY:

This concludes the synopsis of the Marketing Plan for the Recreation Special Uses Workbook for the Pineridge Ranger District, Sierra National Forest.

RECREATION SPECIAL USES WORKBOOK
FOR THE
PINERIDGE RANGER DISTRICT
SIERRA NATIONAL FOREST

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ASSISTANT SPECIAL USES OFFICER
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P.O. BOX 300
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CLEMSON CLASS OF 1987

DATE OF PAPER - APRIL 22, 1988

This paper was prepared as a student project in partial fulfillment of the requirements of the Professional Development for Outdoor Recreation Management Program at Clemson University. It in no way reflects USDA Forest Service Policy nor are the opinions expressed those of anyone other than the author.

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TITLE: Recreation Special Uses Workbook
For The
Pineridge Ranger District
Sierra National Forest

ABSTRACT: The Pineridge Ranger District, located on the Sierra National Forest in Central California, has a significant number of recreation residences, commercial resorts, and camps (private, church, and organization) that are under Special Use Permit authorization. These permitted facilities are in areas which have a limited use season, generally three to four months, and which have high visitor use during that time. The workload in Special Uses is very intense and very demanding of the permit administrators. It is an area for which there is little training, where the permit administrators "learn by doing," and where the Forest Service is subjected to criticism by the permit holders because of inconsistencies and discrepencies between administrators.

This project provides the opportunity to outline and summarize some of the common aspects of the permit administrator's job on the Pineridge Ranger District. In doing so, it is hoped that new permit administrators will spend less time trying to "discover" routine procedures, that permit holders will be less frustrated by the "bureaucracy," and that some consistency will be established for procedures and operations for both the permit administrator and the permit holder.

The workload in Recreation Special Uses is one which continues to increase. The need exists to become more efficient in the ways in which we do business to meet those demands. The intent of this workbook is to try and reduce inefficiencies to save time and dollars for more productive results.

EXECUTIVE SUMMARY

TITLE: Recreation Special Uses Workbook
For The
Pineridge Ranger District
Sierra National Forest

AUTHOR: Marily Reese
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SUMMARY: The purpose of this project is to provide a workbook / reference guide that summarizes some of the common aspects of permit administration for the following areas: recreation residences, commercial resorts, and camps (private, church, and organization). Benefits to be derived by such a workbook are:

to establish consistency in routine procedures,
to provide direction and guidelines to new permit administrators in the job,
to reduce mistakes caused by lack of knowledge or training, and
to save time and dollars for unforseen and unusual situations.

Information for this project was gathered from a wide range of specialists in the field of Special Use Administration. References, checklists, guidelines, and plans were collected from forests throughout the Pacific Southwest Region. Many of these are included in the Project Appendices. Interviews were conducted with local permit administrators. And the Forest Service Manual and Handbook were researched for direction pertaining to Special Uses Administration. Other Clemson Projects were reviewed, as well as information from the Recreation Management Short Course.

The result is a workbook that covers some of the common aspects of permit administration for recreation residences, commercial resorts, and camps on the Pineridge Ranger District. There are 13 categories that are covered in the workbook.

My recommendations are to design checklists that the permit administrator can take into the field, or use in the office. The workbook will be a good tool for a new administrator, but of little value to one with experience. Many of the sample checklists are excellent, and would take only minor modification for use on the Pineridge District. My other recommendation is to add a third section dealing with ski area administration. Originally, it was the author's intent to include this, but the information for recreation residences, resorts, and camps was more than enough to try and assemble! A separate workbook could be developed just for ski areas alone.

ACKNOWLEDGEMENTS

I would like to begin by thanking those individuals who made it possible for me to attend the Recreation Management Short Course at Clemson. Gordon Pearigen, Tom Whear, Tommy Baxter, and Gary Plisco were all encouraging and supportive of my interest, and project ideas. I would also like to thank Skip and Evelyn Howard and their daughter Jenny for taking such good care of the "ranch" while I was gone. And I can't forget Chris Nota who paid the bills and listened to all the crazy stories!

I would also like to thank all of the individuals who responded to my request for input and help. Each one of you made a contribution, without which this project would have never gotten off the ground. A special thanks to the following for taking the time to discuss in further depth specific aspects and categories of the project: Mike Evans, Mary Allison, Brian Curtis, Jack Williams, Gordon Pearigen, Lue Prindiville, and Ginny Denton. A special thanks too, to Steve Apperson who was there until the bitter end editing, contributing, encouraging, and supporting. Thanks also to my new Ranger, Kirby Schwinck for not kicking guard dog Tiff out of the office!

Appreciation and thanks are also extended to Craig Pinkerton for his graphics and artwork. He was very patient and understanding with a sometimes impatient author!

Even though he has been mentioned before in the acknowledgements, he needs special recognition for his enduring patience through this whole ordeal. Gordon Pearigen was extremely considerate especially during my return to the "real world." He was also extremely patient in allowing me to adjust my schedule, work priorities, and warding off those extra assignments. Thanks, Gordon.

And last but not least, I would like to thank the many friends and co-workers who were extremely tolerant of me throughout this project. The employees at Pineridge, my Clay Cup cohorts, Mr. Cup, and of course, Tiff.

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INTRODUCTION

I. INTRODUCTION

A. STATEMENT OF PURPOSE

The purpose of this project is to provide a workbook/reference guide that would briefly summarize the steps that need to be considered in the various aspects of Recreation Special Use permit administration. The workbook would be directed towards those individuals who administer the following permits: recreation residences, commercial resorts, pack stations, and camps (organization, private, and church).

The project will serve to guide the work of the Assistant Special Uses Officer on the Pineridge District, and more importantly, to guide the work of his/her successor. In the "Field Project Guidelines" developed by Clemson University, the test of the project is supposedly against the following question: "If I was transferred, could my replacement take my written document, understand the problem and what was to be done, and carry on the work to completion?" This ties in exactly with the goal of this project which is to establish common guidelines for the next permit administrator to follow. Reviewing the existing permit folders, and related correspondence would be the first step a new administrator would take. The Workbook would be the "how-to" reference for the various aspects of permit administration.

B. PROJECT BACKGROUND INFORMATION

In the world of Special Use Administration there are a number of problems that are fairly common among different forests and regions, and that exist here on the Pineridge District. Specifically, some of these problems are:

(1) we continue to re-invent the wheel each time a new person comes into Special Uses Administration,
(2) there is often a lack of consistency when administrators change (ie: unclear guidelines or documentation left by the previous administrator),
(3) permit holders are frustrated by the discrepancies between different administrators, which can sometimes result in a loss of credibility with the agency,
(4) mistakes that are costly to either the permit holders or the government because of lack of training or knowledge on the part of the administrator, and
(5) direction that comes by way of letters to the field from the next levels of the organization and no sure method of incorporating those into current practices and/or procedures.

Administering permits for Recreation Special Uses is often times a job that one learns by the traditional method of the `school of hard knocks.' In other words, there is little training or preparation that people receive prior to getting placed in a job where there are administration responsibilities. Workshops are few and far between,

and most colleges and universities have not yet developed curriculum for permit administration. The workload in Special Uses is one which continues to grow in volumne, without a corresponding increase in dollars to manage the programs. Thus, there is a need to become more efficient in the ways in which we do business in order to meet those demands. Many people working in Special Uses are frustrated by the inefficiencies that exist in what seem to be routine procedures. The idea behind the workbook is to try and reduce those inefficiencies and possibly save time and dollars for more productive results.

Decisions, Decisions, Decisions!

ANALYSIS OF CURRENT SITUATION

II. ANALYSIS OF CURRENT SITUATION

A. RECREATION OVERVIEW

The Sierra National Forest is located in central California, south of Yosemite National Park and northwest of Sequoia-Kings Canyon National Park. The Pineridge Ranger District, one of four ranger districts on the Sierra, is headquartered at Shaver Lake, approximately 50 miles northeast of Fresno. The boundary of the district extends from the 1,100 foot elevation of Kerckhoff Reservoir in the foothills, to the 13,986 foot peak of Mt. Humphreys on the Sierra Nevada Crest. Almost all of the District is in Fresno County with a small portion in Madera County, for a total area of 530,000 acres. Appendix A shows the general location of the Sierra National Forest and the Pineridge Ranger District in California.

The diverse topography of the Pineridge District makes possible a wide variety of recreational opportunities. Such activities include waterskiing, houseboating, fishing, sailing, canoeing, windsurfing, swimming, hiking, backpacking, car-camping, picnicking, horseback riding, four-wheel driving, motorcycle riding, snowmobiling, sledding, cross-country skiing, downhill skiing, snowshoeing, hunting, bicycling, and numerous others. The District has all or part of 4 different Wilderness Areas, including the Kaiser, Dinkey Lakes, Ansel Adams, and the John Muir. The Pineridge District also has a ski area and numerous resorts, camps, and recreation residences which provide additional recreation opportunities.

According to the 1985 ranking of National Forests by amount of recreation use (visitor days), the Sierra was listed 13th out of 123 possible. In Region 5, the Sierra was ranked 7th out of 18 possible. And of the 4 districts on the Sierra, the Pineridge has the highest overall ranking for recreation use.

B. RECREATION SPECIAL USES

Many recreation activities require some support facilities or services. The Forest Service provides facilities such as campgrounds, picnic areas, trailheads, trails, boat launches, and roads. The Forest Service also provides, either directly or through contracts, such services as trail and campground maintenance, restroom cleaning, trash removal, and visitor information. However, many facilities and services for which recreationists have a need, are not provided directly by the Forest Service. Instead, they are provided by the private sector and are authorized by a Special Use Permit issued by the Forest Service. Examples of facilities and services that are needed in a forest environment, but are not provided by the Forest Service, include: food, lodging, gasoline, horse rental, boat rental, and group use by institutions and non-profit organizations.

C. RECREATION SPECIAL USES WORKLOAD - PINERIDGE RANGER DISTRICT

Recreation Special Uses comprises a considerable amount of the total recreation use on the Pineridge District. A breakdown of the number of permits that are issued for recreation facilities and services is as follows:

492 recreation residences,
10 private, church, and organization camps,
11 resorts,
3 pack stations, and
1 ski area.

The majority of the Recreation Special Use operations and facilities are located in the Huntington Lake Basin. This is a high use recreation area with a very intensive use season. The area is generally open (free of snow) by Memorial Day weekend, and remains busy through the Labor Day holiday. Huntington Lake itself is a reservoir under Federal Energy Regulatory Commission (FERC) license to Southern California Edison Company. Most of the recreation use is concentrated along the north shore of the lake with there being: 415 recreation residences, 7 resorts, 1 pack station, 2 camps, 9 boat dock associations, 7 Forest Service campgrounds, and 3 picnic areas. Along the south-eastern part of the lake there are 4 camps (private, church, and Boy Scouts of America), and the ski area. To sum it up, Huntington Lake is an area with a 3 to 4 month summer operating season. Except for the ski area, the resort owners, cabin owners, and camp directors have this short amount of time in which to open, make their improvements, operate their business, or vacation in their cabins, and close down again for the winter.

The other areas on the district where there are Recreation Special Use permit holders include the High Sierra area (Edison and Florence Lakes), and the town of Big Creek. The use in the High Sierra area is also of short duration with access being a critical problem. The Kaiser Pass Road is only open on a seasonal basis. Thus the holders cannot access their facilities until the road is plowed, which is normally Memorial Day Weekend. Their season is shorter than the season at Huntington because of the higher elevation and the accompanying weather conditions. A general map of the Pineridge District showing the key recreation areas, office location, wilderness areas, and major roads is listed in Appendix A-1.

With the scope of different operations that are under Special Use Permits come a number of associated problems. Probably the most obvious is that everything happens at once! The majority of holders come into the area and begin working on their facilities in May and June. And depending on what kind of damage has occurred over the winter, they all begin improvements at the same time. Although every effort is made to encourage holders to plan ahead, there are always unforseen projects and problems that need immediate attention and necessary approvals from the permit administrator. Area monitoring, facility inspections, hazard tree removals, plan reviews, conflict resolutions, insurance issues, documentation, and construction approvals are a few of the on-going situations that take place during

the season. Field work for future development planning also takes place during this time, along with fire season! Ideally, the permit administrator has been able to get at least some of the holders to submit their operating plans, development plans, building plans, maintenance schedules, etc. early in the year so that some of the "office type" work has been accomplished. Realistically, there will always be those who come in with plans, changes, or new ideas in the middle of the field season. Appendix B outlines a work planning schedule identifying general categories of work to be accomplished in certain time periods. This was sent out to each of the resort and camp permit holders to try and solicit their cooperation in planning ahead.

What can make or break a permit administrator's summer is how efficiently and effectively they can handle the routine procedures, allowing time to deal with the unknown and unusual. If the permit administrator has to spend large amounts of time handling routine items, by the time that person gets to the bigger issues, they may be more complicated because of the time lapse, and thus be bigger jobs to have to try and tackle. This is the intent of this project, which is to outline some of the basic procedures so that the permit administrator can get a head start in knowing how to, and what to do for regular administration tasks.

METHODOLOGY

III. METHODOLOGY

Research methods for this project included personal contacts, personal interviews, and a literature review. The three methods were very closely tied together, and were dependent upon one another for successful input. The following review of the methods includes the procedure used, and associated problems.

"Personal contacts" was listed first because it was through this method that the author received literature needed to assist with the project. A list of contacts was developed from a 1987 Special Use Administration Workshop roster that had been held in Bakersfield, California for Region 5 employees. From that roster, individuals who specialized in Recreation Special Uses were sent a message requesting their help, input, and ideas. It was explained that the intent was to develop a workbook for permit administration. Honest and direct feedback immediately came in as to how the project was being perceived by some of the individuals contacted. Several individuals interpreted the project as something that was being done for regional distribution without collective input. Others thought it was `busy work' that had been designed due to lack of other meaningful assignments. And a few were somewhat mystified as to how this project had come into being.

A major tactical error was made in not informing the individuals contacted that this project was a result of the Clemson Recreation Management Short Course. Originally, it was thought that such identification would have a negative effect in terms of people taking the time to respond to the request for information. However, it was determined that the link with the Clemson Short Course was an important factor in explaining the How, Where, and Why of the idea. Each person was re-contacted and informed of the project's origin, and that the intended audience was the Pineridge District only, with a possibility of use on other districts on the Sierra National Forest. Once the clarification message was sent, the feedback received was much more positive and helpful.

Local individuals working in Recreation Special Uses were involved personally in the information gathering process. Interviews were made with representatives from the Sequoia National Forest, just south of the Sierra, and from the Mariposa District here on the Sierra. Phone contacts were also made with individuals from Region 2, and Dan Williams with Colorado State University.

Materials reviewed included Forest Service Manuals and Handbooks, previous Clemson projects, workbooks, and miscellaneous visitor information publications.

A complete listing of the personal contacts is listed in Appendix C.

THE WORKBOOK

IV. THE WORKBOOK

"The Workbook" is divided as follows:

RECREATION RESIDENCES
- Delegation / Approval Authorities
- Documentation
- Inspections
- New Construction / Re-Construction
- Timber Removal / Hazard Trees
- County, State, and Other Agency Involvement
- Snow Removal
- Water Systems
- Road Systems
- Permit Transfers

RESORTS AND CAMPS (PRIVATE, CHURCH, AND ORGANIZATION)
- Delegation / Approval Authorities
- Documentation
- Inspections and Monitoring
- Operating Plans
- Development and Site Plans
- New Construction / Re-Construction
- Timber Removal / Hazard Trees
- County, State, and Other Agency Involvement

A brief description of the tasks is as follows:

DELEGATION / APPROVAL AUTHORITIES:
This section describes the authorities that exist on the behalf of the Forest Service representatives as well as the permit holders. Who actually does what, and who can be of assistance.

DOCUMENTATION:
This section includes guidelines on what needs to be documented, how it should be documented, and why documentation is critical to good permit administration.

INSPECTIONS AND MONITORING:
This section will explain the District's policy on inspections and monitoring for recreation residences, resorts, and camps. It will describe the programs that are in effect and the procedures that are used. The recreation residences are on a self-inspection system that the permit administrator checks periodically. The commercial resorts and camps are inspected a minimum of once yearly. The District also has a monitoring plan for the ski area and will be monitoring additional Operating Plans beginning in the 1988 season.

OPERATING PLANS:

This section will review the what, how, and why of Operating Plans, which are tied in closely with monitoring. Suggested items to consider in developing Operating Plans are listed.

NEW CONSTRUCTION / RE-CONSTRUCTION:

This section will outline the steps that need to be followed when permit holders submit proposals or request construction projects. A step-by-step process for the approval of building plans is also included.

DEVELOPMENT AND SITE PLANS:

Generally these relate to the commercial resorts and camps. This section will describe the usefulness of these plans, and how to go about developing them with the permit holders.

TIMBER REMOVAL / HAZARD TREES

This section outlines the process used on the District to enable permit holders to remove timber and hazard trees that are endangering their improvements.

COUNTY, STATE, AND OTHER AGENCY INVOLVEMENT:

This section lists a number of the outside agencies that are involved with the operations of many of the permit holders on the District. It also describes some of the situations that require their involvement, or for which they can advise.

SNOW REMOVAL IN RECREATION RESIDENCE TRACTS:

A brief description of the responsibilities and tasks for snow removal in the recreation residence tracts.

WATER SYSTEMS IN RECREATION RESIDENCE TRACTS:

Guidelines for administering the numerous water systems connected with recreation residences, resorts, or camps.

ROAD RESPONSIBILITIES IN RECREATION RESIDENCE TRACTS:

Guidelines for who does what!

PERMIT TRANSFERS FOR RECREATION RESIDENCES:

Because of the high number of residences on the District, this is a significant part of the permit administrator's job. This section covers the documents that are needed, and procedures to follow.

It should be noted that these categories are by no means the total areas of responsibility for permit administrators. There are numerous other items that could be listed that are also very much a part of the job. However, it is the intent of this workbook to outline those areas that are most common. If these areas can be handled efficiently and effectively, it will allow the administrator adequate time to deal with the unusual and unforseen.

A. RECREATION RESIDENCES

1. DELEGATION / APPROVAL AUTHORITIES

a. Forest Service Manual

2340	Privately Provided Recreation Opportunities
2340.1	Authority
2340.2	Objective
2340.4	Responsibility
2340.5	Definitions
2347	Private Recreation Use
2347.03	Policy
2347.1	Recreation Residences
2347.11	Policy
2704	Special Uses Management Responsibility
2710.4	Special Use Authorizations - Responsibility
2710.43	Special Use Authorizations - Forest Supervisor Authority
2710.44	Special Use Authorizations - District Ranger Authority (including recreation residences)
2710.44	Sierra Supplement #21:2/88 - Authority Delegated to District Rangers
2721.23a	Recreation Residence Policy- See #1: (issuance to one individual or to a husband and wife)

b. Pineridge Authorities

The District Ranger has authority for all the recreation residence permits. The Special Uses Officer is the staff person responsible for permit administration. And one of the Assistant Special Uses Officers is the key contact person with all of the recreation residence permit holders, tract associations, boat dock associations, and water improvement associations.

The Assistant handles nearly all of the administrative duties including: phone calls, letters, field work, follow-up, preliminary plan reviews, transfers, inspections, working with other agencies (eg: Fresno County Health Department), hazard tree removal, and so on. The Assistant reviews the general workload with the Special Uses Officer and keeps him/her informed of trouble spots that may be brewing. Plans and letters are all reviewed by the Special Uses Officer (see: Documentation).

The Special Uses Officer assists with difficult policy implementation (eg: second structures), controversial issues (eg: satellite dishes, snow plowing), yearly tract association meetings, construction and re-construction plan reviews, and any other sensitive or unusual situations that may arise. The Special Uses Officer is responsible for

keeping the District Ranger informed. That person also reviews all correspondence before it goes out for signature (see: Documentation).

In addition to the Special Uses staff, the Pineridge District Resource Clerk is a tremendous help. The Resource Clerk is generally familiar with the correspondence, projects, permit status, problems or issues, key contacts, and upcoming events. The Resource Clerk is a valuable resource in processing permits, documentation, transfers, billings, FLUR information, and has been called on to fill in for the entire Special Uses shop during emergencies.

c. Forest Supervisor's Office

At this writing, there is some re-structuring occurring in the Recreation shop. Currently, the Forest Recreation Officer coordinates with the District Ranger, and more often with the Special Uses Officer and/or the Assistant on the controversial issues, policy implementation, regional direction, and special problems. All of the actual permits have been transferred to the office here at Pineridge, so the Supervisor's Office will no longer have records in their office.

d. Specialists

Specialists that are needed on occasion include the following:

Archaeologist:	For major reconstruction or new construction
Small Sales Officer:	For hazard tree removal (see: Hazard Trees)
Unit Manager:	For marking trees, burning permits
Geologist:	For ground water, spring water, storage reservoirs, stability problems.
Engineer:	Construction plan reviews.
Landscape Architect:	Site plan reviews
Forest Accountant:	Insurance, billings, legal issues, appeals.

e. Permit Holders

It is important for the permit administrator to deal directly with the holder, although at times this may seem impossible! Manual direction states that the permits are to be issued to either one individual, or to a husband and wife. In other words, no corporations, estates, trusts, etc. Generally communications are not a problem until the residence is being transferred. Then there are additional

players such as real estate agents, insurance agents, prospective buyers, appraisers, and so on. When a recreation residence is being re-constructed the new players can be contractors (several of those), architects, tree fallers, etc. Again, the best advice is to try and deal with the holder directly, and let them provide the necessary information to all the others.

The same is true for the tract associations, boat dock associations, and water improvement associations. Each association has someone designated as its leader. That designated individual should be the primary contact in any dealings that the permit administrator has with the association. It's not always possible to deal with just one person per association, but it turns into a can of worms in a hurry when too many people get involved. Keep it direct!

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2. DOCUMENTATION (Recreation Residences)

a. Forest Service Manual

2347	Private Recreation Use
2347.03	Policy
2347.1	Recreation Residences
2347.11	Policy

b. Forest Service Handbook - 2709.11

Chapter 21:	R-5 Supplement 1; 10/86 #5 - Records
Chapter 24:	Major Development Projects and Other Existing Uses
Chapter 24.05:	Definitions
Chapter 24.13:	Preconstruction Activities
Chapter 24.14:	Construction Activities

c. General

Documentation is the name of the game in permit administration! The following are some of the items that the permit administrator should be documenting on a regular basis: conversations, meetings, project developments, inspections, plans, designated representatives, field reviews, approvals, changes, permit status, specialist's recommendations, directions, and telephone calls. Initially, it may seem like a tremendous use of time but after a while, one quickly learns the benefits, both in time and frustration, of good documentation. It is important for the permit administrator to begin documentation the first day on the job so that it becomes a habit that one does without having to consciously think about it. What may seem

to be casual conversation may result in being the critical piece of information in a complex situation.

d. Telephone

One method that has been used here on the Pineridge District for documenting all of the numerous telephone calls from the recreation residence holders is to use a small spiral notepad (6"x9"), and record the calls by date, caller, and topic discussed. This enables the permit administrator to jot down notes not only about the topic, but any feelings that may have been expressed, any follow-up that is needed, and possibly about any decisions or agreements that may have been reached. It is surprising how often the notes are referred to at a later date. If a letter is needed to confirm the conversation (decision, agreement, direction) the permit administrator can more easily remember the conversation if notes were made at the time of the call. The spiral notebook is kept at the permit administrator's desk.

e. Letters

There is an official format that is used for letters going from the Forest Service to the recreation residence holder. The Resource Clerk can assist the permit administrator in the exact details of that format. It is important to remember that the letters need to be reviewed by the Special Uses Officer before going to the District Ranger for signature. Occasionally, a letter will need to be prepared for Forest Supervisor's signature. This will also need to be reviewed by the Special Uses Officer and the District Ranger. In addition, a cover letter to the Supervisor will need to accompany the letter going to the holder, briefly explaining the situation and the need for the Supervisor's signature.

For documentation that is for internal use (Forest Service to Forest Service) the permit administrator has several options. Letters can be written using the informal letterhead. The Resource Clerk can again assist with the exact format. Speed Memos are another alternative, as well as the Data General "FLIPS" system. To determine the best method to use, refer to the permit folder to see how past documentation was handled, and verify with the Special Uses Officer if that was sufficient or if additional work is needed.

The actual processing of either formal or informal letters using the FLIPS system is as follows:

(1) The permit administrator drafts letter content.
(2) A processing sheet is prepared identifying the drawer, folder, and document title. This sheet is given either directly to the Resource Clerk, if available, or to the District Clerk for processing. The letter is edited, printed and returned to the author.
(3) After review by the author, the letter is then forwarded to the Special Uses Officer who initials the yellow copy indicating it has been approved by the responsible staff.
(4) The letter then goes to the District Ranger for signature.

f. Photographs

It is a good idea to have a baseline set of photographs showing the recreation residence, improvements, and general area. These can be especially helpful in the winter if the cabin is sold, if problems or questions arise, or just to document an existing situation. The photographs can also be used to determine if any changes have occurred such as additions, deletions, vandalism, destruction, encroachments, second structures, etc. Photographs can also be helpful in determining appropriate paints or stains, siding materials, roofing materials, decking, and general appearance against the forest environment.

g. Promise Cards

One of the most critical aspects of permit administration is keeping track of issues, projects, or situations that need follow-up. A method that is used frequently on the Pineridge District is the Promise Card system. The information and "Action Required" is stated on the front of form # R5-1300-29 which is the size of a 3"x5" card. This is a quick and easy system for reminders and can be set up to remind the administrator in advance of the actual Due Date. A sample Promise Card is displayed in Appendix D.

h. Permit Holders

Other information that needs to be documented and prominently displayed is the holder's name, home and work addresses, and telephone numbers. Keeping these records accurate is not an easy task, but definitely an important one.

i. Newspaper Articles

Newspapers can be an interesting source of information about our recreation residence holders. In some cases, we may learn that a name change is in order when a holder is listed in the Obituary section. This may also be an opportunity to send a letter of condolence to the family. Legal notices and police reports can also provide information regarding permit compliance or upcoming problems. Examples are: bankruptcy, vandalism, robbery, fire, theft, etc. Articles regarding holders should be filed in their permit folders.

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3. INSPECTIONS (Recreation Residences)

a. Forest Service Manual

2347.11	Recreation Residence Policy
2721.23b	Sierra Supplement #19:1/82 - Recreation Residence Policy : See Item #7 - "Recreation Residence Inspections."

b. Forest Service Handbook - 2709.11

Chapter 21:	R-5 Supplement #1; 10/86 See Items #3,4,7.
Chapter 24.05:	Definitions
Chapter 24.14:	Construction Activities
Chapter 24.15:	Post-Construction Activities
Chapter 24.16:	Operations and Maintenance
Chapter 50:	Terms and Conditions

c. Pineridge District

Historically, the Forest Service conducted "Inspections" of permit holders on a regular basis. There is new direction to do more "Monitoring" and less "Inspecting" (see FSH 2709.11 Chapter 24.05: Definitions). During this period of transition, the Pineridge District is interpreting the two methods as follows: "Monitoring" is checking the holders' actual operations against their approved Operating Plans. "Inspecting" is a more detailed and specific look at: the accuracy of the Special Use Permit, authorized facilities and improvements, mandatory and optional clauses (Terms and Conditions as per FSH 2709.11), prior inspections and any documented permit non-compliance, health and safety issues relating to the holders permitted area, insurance status (if applicable), billing status, construction status (if applicable), and general history of the permit and existing holder.

In 1983 the District began a "self-inspection of recreation residences" program. This program is still in effect and compliance with the reporting forms and due dates is close to 85%. Each year the reporting form and accompanying instructions are mailed to each recreation residence permit holder (see Appendix E). A completion date is indicated on the form. The permit administrator reviews these reports as they are returned to the District. Any changes that may have been indicated in the report are documented in the permit folder. This also gives the administrator an opportunity to see what activities may be taking place that have not yet been authorized, and what follow-up may be necessary. Examples of Recreation Residence Inspection forms and checklists from other forests are in Appendix F.

In addition to the yearly self-inspection report, the permit administrator also conducts an inspection at the time of a transfer or sale. The "Residence Inspection Report" form #R5-2700-4, listed in Appendix G, is used for these occasions. In addition to the items listed on the form, the permit administrator will check for general appearance (siding, paint, hazard reduction), foundations (solid or deteriorating), unauthorized structures, decks (loose railings, broken steps, broken boards), windows (loose framing, broken glass), roofing (general condition), hazard trees, and other items listed in FSM 2721.23b Sierra Supplement #19:1/82. This inspection form is another way of documenting the condition of the recreation residence and any unusual situations or conditions. It is a good tool in correcting any deficiencies prior to issuance of a new permit.

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4. NEW CONSTRUCTION / RE-CONSTRUCTION (Recreation Residences)

a. Forest Service Manual

2341	Planning for Private Sector Uses
2341.3	Designing Structures and Facilities
2347	Private Recreation Use
2347.03	Policy
2347.1	Recreation Residences
2347.11	Policy
2721.23	Recreation Residences
2721.23a	Policy
2721.23	Sierra Supplement #3: 2/72 - Recreation Residences
2721.23b	Sierra Supplement #19: 1/82 - Policy
2721.23b	Sierra Supplement #20: 6/83 - Authorized Improvements on Recreation Lots

Ranger for signature. The plans are stamped "Reviewed" and dated.

Step 7: The plans are returned to the permit holder.

Step 8: The holder takes the "Reviewed" plans to Fresno County's building department.

Step 9: Fresno County checks to see if the plans have been reviewed and stamped by the Forest Service. If so, the plans are then checked by the county to see if they meet state and county building codes. Once the plans are acceptable to the county, they are stamped "Approved."

Step 10: The county then issues a Building Permit.

Step 11: The holder brings one set of "Approved" plans back to the District Ranger, which actually go to the permit administrator.

Step 12: The permit administrator issues an Authorized Construction Permit (Appendix I), and an Improvement Permit (Appendix J).

Step 13: The holder then has two years to complete the construction.

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5. TIMBER REMOVAL / HAZARD TREES (Recreation Residences)

a. Forest Service Handbook - 2709.11

Chapter 21: R-5 Supplement #1: 10/86 See Item #7

b. Pineridge District

A letter dated May 30, 1986 signed by the District Ranger outlines the procedures to use for the removal of hazard trees in the recreation residence tracts, and is listed in Appendix K.

Basically, the procedure is:

(1) The holder contacts the permit administrator regarding a hazard tree that is threatening their improvements.

(2) The permit administrator coordinates with the Small Sales Officer to determine if the tree has commercial value.

(3) If the tree does have commercial value, the holder buys the tree at the going rate.

(4) The tree is sold to the holder using form #R5-2400-4 which is the "Forest Products Sale Permit and Cash Receipt" (Appendix L).

(5) The holder has the tree removed. This can be done by the holder or by a commercial tree falling service, but the holder is responsible for any costs incurred.

(6) If the tree does not have any commercial value, it can be sold as firewood, using the regular fuelwood

permit. The holder then needs to have the tree removed, again by self, or by a faller.

(7) An "Improvement Permit" (Appendix J) is issued to the holder prior to removal.

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6. COUNTY, STATE, AND OTHER AGENCY INVOLVEMENT (Rec. Residences)

a. Forest Service Handbook - 2709.11

Chapter 21:	R-5 Supplement #1: 10/86 See Items #6,7
Chapter 24.13:	Preconstruction Activities
Chapter 24.14:	Construction Activities

b. External Agencies

Involvement with other agencies is an important aspect of permit administration. The following list summarizes the agencies and the kind of situation or activity which would indicate a need for their input.

FRESNO COUNTY:
-Environmental Health: water systems, sewer/septic systems, leach fields.
-Sheriff: blasting (explosives), security patrols, vandalism-theft-robberies.
-Engineering: building permits, snow load tests, electrical requirements.
-Road Department: encroachment permits, tract signs, snow plowing along the Huntington Lake Road.
-Animal Control Office: dogs, rodents, cattle, pack stock.

STATE OF CALIFORNIA:
-Cal Trans: road advertising along Highway 168, encroachments (Hwy 168), vegetative clearing.
-Fish and Game: bears, streambed impacts, depradation permits
-Fire Marshall: used on an advisory capacity, as needed.
-Water Resources Control Board: water rights for diversions, leach fields (along with Fresno County)

SOUTHERN CALIFORNIA EDISON COMPANY:
-Hydro Division: filling and/or dredging near or on Huntington Lake, withdrawn areas, undergrounding electrical lines, hazard trees.
-Hydro Coordinator: check with the Forest Service Hydro Coordinator for problems or issues with SCE.

PONDEROSA TELEPHONE:
Hazard trees, phone lines, new lines: need to check with Ponderosa before construction especially along driveways, and roads.

7. SNOW REMOVAL (Recreation Residences)

General

The removal of snow in the recreation residence areas is the responsibility of the tract associations. The normal procedure is for the tract to contract with a private individual for the plowing. The tract is responsible for obtaining insurance, setting the dates, and for checking on the contractor's performance. The Forest Service issues a letter of approval to the tract association for the plowing on a yearly basis. The letter includes mitigation measures and any constraints the District feels are needed. Coordination is required with Fresno County Road Department since the tracts have to cross a county road to get to the tract road.

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8. WATER SYSTEMS (Recreation Residences)

a. Situation

Currently, all of the water systems (springs, wells, and surface water) for the recreation residence tracts are under permit issued to the individual tract associations. These are Forest Supervisor permits administered by the District.

Coordination is necessary with Fresno County Environmental Health Department for potability tests as these are considered "public water systems."

b. Changes to Existing Systems

When a tract association proposes a change (eg: addition, upgrade, treatment system), the permit administrator should first check with Fresno County for the necessary codes. If the tract is going to build a new tank or a new foundation, they must submit plans to the permit administrator.

The permit administrator checks the plans for foundation, color and materials of tank, location, accessibility, road needs, mitigation measures, and archaeology requirements. The plans then go through the regular plan process (see section 4).

The permit administrator is responsible for monitoring the project once construction has begun. Photographs can be especially helpful with such projects to help show progress, and document the project. Once the project is completed, a follow-up letter should be sent to document the work is finished.

9. ROAD SYSTEMS (Recreation Residences)

a. Existing Situation

The roads in the recreation residence areas are public domain. The associations must get approval from the district prior to performing any work. The permit administrator should request an operating plan for road work that is approved. The plan should include any closures that may be in effect, and a notification process to the holders in the tract. Also, before any road work is approved, it is imperative to check to be sure it is within the Forest Service's jurisdiction and not Fresno County.

b. Future Needs

The roads in the recreation residence tracts are currently not covered under a Special Use Permit. The need is for these roads to be formally permitted to the tract associations.

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10. PERMIT TRANSFERS (Recreation Residences)

a. Forest Service Manual

2715.23	Collection Procedure
2715.23b	Transfer Fee
2716	Administration of Permits
2716.1	Change in Ownership
2716.1	Sierra Supplement #9: 8/77 - Change in Ownership
2721.23	Recreation Residences
2721.23a	Policy
2721.23	Sierra Supplement #3: 2/72 - Recreation Residences
2721.23b	Sierra Supplement #19: 1/82 - Policy
2721.23b	Sierra Supplement #20: 6/83 - Authorized Improvements on Recreation Residence Lots
2721.23b	Sierra Supplement #15: 1/80 - Exhibit B - "Steps in the Reissuance of Recreation Residence Special Use Permits," and Exhibit C - "Items Discussed at Re-issuance Conference."

b. Forest Service Handbook - 2709.11

Chapter 21:	R-5 Supplement #1: 10/86 - Recreation Residence (See #4,8)

c. Pineridge District Procedures

The checklist for transfers is a part of FSM 2721.23b Sierra Supplement #15: 1/80. A copy of this and an updated checklist can be found in Appendix M. Another valuable reference is the Special Uses Workbook compiled by Dorothy Hagopian from the Supervisor's Office for permit processing. There is a section that also explains permit transfers, and the steps that are necessary to process the permit correctly. The documents that are needed to transfer a recreation residence are:

1. Form #2700-3A (Termination and Application),
2. A legal document which verifies change of ownership (quit claim deed, gift, sales agreement and/or contract, or estate settlement document)
3. The Residence Inspection Report (see: Inspections), and a photograph, if possible.

Once the documents are received and the new proposed permit is prepared, the permit administrator should make an appointment with the new holders for a transfer conference. If the sale and transfer are completed in the winter, and no photographs are available, it should be documented as such.

At the transfer conference, it is important to emphasize the role of the Forest Service and the privilege of the holder. The "Guidelines for Recreation Residences" handbook should be reviewed and given to the holder at this conference as it covers the responsibilities, ground rules, and expectations of owning a recreation residence on the Pineridge Ranger District. It is also an opportunity to thoroughly familiarize the new holder with the terms and conditions of the permit, and any items that may pertain to the tract in which the cabin is located. (NOTE: The "Guidelines for Recreation Residences" Handbook has been incorporated as Forest Service Manual Supplement 2721.23b 1/82; Sierra N.F. #19. As it is listed as a Manual reference, it has not been included as an Appendix in this document.) Appendix N lists transfer checklists from other forests.

B. COMMERCIAL RESORTS AND CAMPS (PRIVATE, CHURCH, AND ORGANIZATION)

1. DELEGATION / APPROVAL AUTHORITIES

a. Forest Service Manual

2340	Privately Provided Recreation Opportunities
2340.1	Authority
2340.2	Objective
2340.3	Policy
2340.5	Definitions
2342	Administration of Private Sector Uses
2342.03	Policy
2342.04	Responsibility
2701	Special Uses Management - Authority
2704	Responsibility
2705	Definitions
2710.1	Special Uses Authorizations - Authority
2710.3	Policy
2710.4	Responsibility
2710.43	Forest Supervisors
2710.44	District Rangers
2711.3	Term Permit
2710.44	Sierra Supplement #11: 9/78 - Authority Delegated to Forest Supervisors
2713	Sierra Supplement #8: 7/77 - Permit Preparation

b. Forest Service Handbook - 2709.11

Chapter 24.05: Definitions

c. Pineridge Authorities

The Term Special Use Permits issued to the resorts and camps on the Pineridge District are all under the Forest Supervisor's signature. The District Ranger has the authority for the administration of those permits and it is the Special Uses Officer who is the responsible staff. One of the Assistant Special Uses Officer is the key contact person with all of the resort and camp permit holders.

The Assistant handles nearly all of the administrative duties including: phone calls, letters, field work, follow-up, monitoring, inspections, preliminary plan reviews, coordination with outside agencies, coordination with specialists and the Forest Supervisor's Office, NEPA analysis and documentation, hazard tree removal, preparation of permit amendments, and so on. The Assistant reviews the general workload with the Special Uses Officer and keeps him/her informed of problems, health and safety issues, permit non-compliance, construction delays, new proposals,

development plans, and long term situations. All plans and letters are reviewed by the Special Uses Officer prior to the District Ranger's review and issuance to the permit holder. (see: Documentation)

The Special Uses Officer assists with the items listed above as well as with major projects, field reviews of on-going construction, policy interpretation, conflicts, and any other sensitive or unusual situations that may arise. The Special Uses Officer is responsible for keeping the District Ranger informed along with the Forest Recreation Officer.

In addition to the Special Uses staff, the Pineridge District Resource Clerk is a tremendous help. The Resource Clerk is generally familiar with the correspondence, projects, permit status, problems or issues, key contacts, amendments, insurance status, and upcoming events. The Resource Clerk helps to process new permits for the Forest Supervisor's signature, amendments, documentation, FLUR information, and certificates of insurance.

d. Forest Supervisor's Office

At this time, there is some re-structuring occurring in the Recreation shop. Currently, the Forest Recreation Officer coordinates with the District Ranger, and more often with the Special Uses Officer and the Assistant on the issues, problems, and on-going situations of the resort and camp permit holders. The Forest Recreation Officer also keeps the Forest Supervisor informed and coordinates with the Regional Office staff on numerous issues, policy direction, and the "gray" areas of permit administration. The Forest Recreation Officer provides assistance with environmental analysis and documentation projects; development, operation, and construction plan reviews; insurance issues; and appeals. Permit folders are maintained at the Supervisor's Office (SO) as well as the Pineridge District Office.

The Forest Accountant and the Resource Clerks in the SO are closely involved with the permits for the resorts and camps. Just recently, all of the insurance responsibilities were delegated down to the District, with the Resources staff continuing to provide assistance and technical advice when needed. The billings for the resorts and camps are handled through the SO, with coordination of problems and late payments handled through the permit administrator.

e. Specialists

Specialists that are needed on occasion include the following:

Archaeologist:	For ground disturbing projects (eg: construction projects)
Small Sales Officer:	For hazard trees, and removal of small volumes of green trees
Unit Manager:	Burning permits
Landscape Architect:	Construction and site plan reviews
Engineer:	Water systems and construction plan reviews
Geologist:	Ground water and spring water storage reservoirs, grading projects
Timber Management Officer:	Vegetation Management Plan for Sierra Summit Ski Area.
Forest Accountant:	Insurance, billings, legal issues, appeals.

f. Permit Holders

It is important for the permit administrator to deal directly with the permit holder as much as possible. There are several permits (resorts and camps) that have on-site directors or managers who are not the actual permit holders. It is a good idea to obtain written documentation that the on-site individual has the authority to act in behalf of the holder. Nearly all of the camps have directors who are not the permit holders. These tend to change frequently, and they are often not selected until late in the spring. If there are any problems or issues that can not be easily remedied, it is best to contact the permit holder directly.

A difficult situation is with insurance problems. Sometimes it seems like the quickest and easiest way to obtain the necessary information is to contact the insurance companies directly. For the most part, this is not a good idea as it is the permit holder's responsibility to provide the correct information to the permit administrator. Once the insurance agents start to get involved, there are just that many more individuals that need to be updated and coordination efforts become increasingly more difficult.

2. DOCUMENTATION (Resorts and Camps)

a. Forest Service Manual

2340.5	Privately Provided Recreation Opportunities - Definitions
2341	Planning for Private Sector Uses
2341.2	Planning for Changes in Development and /or Use
2342	Administration of Private Sector Uses
2342.03	Policy
2342.04	Responsibility
2342	Concession Uses Involving Privately Developed Facilities
2343.03	Policy
2343.2	Marinas
2343.3	Lodging and Overnight Accommodations
2343.4	Restaurants, Cafes, and Other Food Services
2343.5	Stores, Shops, and Peddlers
2343.6	Service Stations
2345	Group Use by Institutions of Other Entities
2345.03	Policy
2703	Special Uses Management - Policy
2710.3	Special Use Authorization - Policy
2712	Applications
2713.5	Acceptance by Permittee
2713.6	Permit Distribution
2714	Amendments
2716	Administration of Permits
2716.1	Sierra Supplement #9: 8/77 - Change in Ownership
2721	Recreation Special Uses
2721.03	Policy
2721.1	Group Use
2721.13	Organization Camp
2721.13a	Permit Issuance
2721.15	Private Camp
2721.3	Lodging
2721.33	Resort
2721.52	Marina
2721.55	Restaurant
2721.56	Service Station
2720.31	Interim Directive #58: 7/17/87 - Permittee Housing

b. Forest Service Handbook - 2709.11

Chapter 24:	Major Development Projects and Other Existing Uses (entire chapter)

c. Pineridge Procedures

If it's been said once, it's been said a million times - "DOCUMENT!!" In permit administration, documentation is the key to doing a good job, leaving good tracks, and making life easier for both the permit administrator and the permit holder. The above list of Manual and Handbook references gives general direction for administration of the various special uses. The next step is to then document the work that has been done, agreements that have been reached, facilities, services, and/or operations that have been approved or denied, improvements or plans that are approved or denied, specialists input, and anything else that pertains to the operations of the permitted area.

Documentation of the following is also important:
conversations, meetings, inspections, field reviews, designated representatives (both the Forest Service and the permit holder), changes in facilities, services, and/or operations, telephone calls, input from other Forest Service representatives, input from outside agencies, compliance reviews, and monitoring checks.

Initially, it may seem like a tremendous use of time but after awhile, one quickly learns the benefits, both in time and frustration, of good documentation. It is important for the permit administrator to begin documentation the first day on the job so that it becomes a habit that one does without having to consciously think about it. What may seem to be casual conversation may result in being the critical piece of information in a sensitive and complex situation.

d. Telephone

Permit administrators generally devise a record keeping system that fits their needs and organization style. The current method for documenting telephone calls for resort and camp permit holders is to record the date and topic discussed on the tracking sheet for each area. A sample is included in Appendix M. It is very common for the phone conversation to tie in with other related topics that the holder and the permit administrator have been working on together, which shows up on the tracking sheet. If there is needed follow-up, the permit administrator can easily note that in the "TO BE DONE" section on the top half of the sheet.

e. Letters

There is an official format that is used for letters going from the Forest Service to the permit holder. The Resource Clerk can assist with the exact details of that format. It

is important to remember that the letters need to be reviewed by the Special Uses Officer before going to the District Ranger for signature. Often, a letter will need to be prepared for the Forest Supervisor's signature. A cover letter to the Supervisor should accompany the letter to the holder. The cover letter is used to brief the Supervisor on the letter's content and the District's position regarding the situation. Both letters need to be reviewed by the Special Uses Officer and the cover letter signed by the District Ranger. Since all of the permits for resorts and camps are Forest Supervisor permits, copies of all correspondence need to be sent to the SO. This includes incoming as well as outgoing correspondence.

For internal documentation (Forest Service to Forest Service) the permit administrator has several options. Letters can be written using the informal letterhead. The Resource Clerk can again assist with the exact format. Speed Memos are another alternative, as well as the Data General "FLIPS" system. To determine the best method to use, refer to the permit folder to see how past documentation was handled, and verify with the Special Uses Officer if that was sufficient or if additional work is needed.

The actual processing of either formal or informal letters using the FLIPS system is as follows:

(1) The permit administrator drafts letter content.
(2) A processing sheet is prepared identifying the drawer, folder, and document title. This sheet is given either directly to the Resource Clerk, if available, or to the District Clerk for processing. The letter is edited, printed and returned to the author.
(3) After review by the author, the letter is then forwarded to the Special Uses Officer who initials the yellow copy indicating it has been approved by the responsible staff.
(4) The letter then goes to the District Ranger for signature.

f. Photographs

It is a good idea to have a baseline set of photographs showing the permitted area and all facilities and improvements. These can be especially helpful in documenting problems, unsafe conditions, non-permitted facilities, damaged areas, vandalism, encroachments, hazard trees, and destruction. They can also be of a more positive nature showing construction progress, design motifs, recommended building materials, appropriate paints or stains, area improvements, safety precautions, and general appearance with the forest environment.

g. Promise Cards

One of the most critical aspects of permit administration is keeping track of issues, projects, or situations that need follow-up. A method that is used frequently on the Pineridge District is the Promise Card system. The information and "Action Required" is stated on the front of form #R5-1300-29 which is the size of a 3"x5" card. This is a quick and easy system for reminders and can be set up to remind the administrator in advance of the actual Due Date. A sample Promise Card is displayed in Appendix D.

h. Permit Holders

Other information that needs to be documented and prominently displayed is the holder's name, address, and telephone number. It is also important to have written authorization for any representatives that may have authority to act in behalf of the holder. A sample "Authorization To Represent" form is listed in Appendix N. Even though this form was designed for Recreation Residences, it could easily be adapted for other permit holders.

i. Periodical Articles

Newspapers can be an interesting source of information about the permit holders on the district. In some cases, we may learn more about their operations by way of a feature story or advertising. Or we may learn about the history of an area (camp or resort) by such an article. Articles about the specific permit areas or the holders should be filed in the related permit folder.

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3. INSPECTIONS AND MONITORING (Resorts and Camps)

a. Forest Service Manual

2340.3	Privately Provided Recreation Opportunities - Policy
2340.5	Definitions
2341	Planning for Private Sector Uses
2341.4	Operating Plans
2342.03	Administration of Private Sector Uses - Policy
2342.04	Responsibility
2343.03	Concession Uses Involving Privately Developed Facilities - Policy
2343.2	Marinas
2343.3	Lodging and Overnight Accomodations

2343.4	Restaurants
2343.5	Stores
2343.6	Service Stations
2343.7	Rental Services
2343.71	Trailer and Recreation Vehicle Sites
2345.03	Group Use By Institutions Or Other Entities - Policy
2703	Special Uses Management - Policy
2705	Special Uses Management - Definitions
2710.3	Special Use Authorizations - Policy
2711.3	Authorizations - Term Permit
2713.32	Liability and Insurance Coverage
2714	Amendments
2716.5	Inspections
2713.32	R-5 Supplement #126: 3/87 - Liability and Insurance Coverage
2720.31	Interim Directive #58: 7/17/87 - Permittee Housing

b. Forest Service Handbook - 2709.11

Chapter 24:	Major Development Projects and Other Existing Uses (entire chapter)
Chapter 50:	Terms and Conditions

c. Pineridge Procedures

Historically, the Forest Service conducted "Inspections" of permit holders on a regular and frequent basis. There is new direction to do more "Monitoring" and less "Inspecting" (see FSH 2709.11 Chapter 24.05: Definitions). During this period of transition, the Pineridge District is interpreting the two methods as follows: "Monitoring" is checking the holders' actual operations against their approved Operating Plans. "Inspecting" is a more detailed and specific look at: the accuracy of the Special Use Permit; authorized facilities, services, and improvements; mandatory and optional clauses (Terms and Conditions as per FSH 2709.11); prior inspections; health and safety concerns; development plans; insurance issues; billing status; construction status; compliance with outside agency requirements; and general permit compliance.

d. Inspections

Currently, the permit administrator conducts an inspection of each resort and each camp a minimum of once yearly. The inspections are conducted in conjunction with a representative from the Fresno County Department of Health, which helps maintain good communications and a working knowledge of any health problems the permitted facilities

may be having. Each inspection is documented on the "Special Use Permit Inspection, Agreement and/or Notice" form 15-2700-1 (Appendix Q). The form is filled out during the inspection, and signed by the permit administrator and the permit holder. The original copy is given to the permit holder (or authorized representative), with the remaining copies filed in the District and SO permit folders. If follow-up is needed it can be documented on the form, and a date established to re-inspect the facilities. If further documentation is needed, the permit administrator prepares a letter for either the District Ranger's or Forest Supervisor's signature depending on the severity of the problem.

The District plans to continue the yearly inspections with the resorts and camps as it is often times the only direct Forest Service contact with the permit holder. It has also proven to be an effective way of maintaining rapport, which is important for cooperation. The visits can often prevent small problems from becoming big problems, and they provide an opportunity for the permit administrator to gain more insight as to the concerns, issues, and ideas that the permit holders have.

A sample inspection checklist from another forest is included in Appendix R. The District intends to prepare one for use in the 1988 field season.

e. Monitoring

The District has begun a regular monitoring program at the Sierra Summit Ski Area. It will also begin a monitoring program in the 1988 field season for a number of resorts and camps whose outfitting and guiding activities were recently included as "Authorized Services" in their Term Special Use Permits. Previously, there were separate Outfitter/Guide permits issued which was a cumbersome, time consuming process.

The following permits will be submitting Operating Plans for the 1988 season:

Camps - Chawanakee, Silver Fir, Mirimichi, Oljato, Kern, and Gold Arrow.
Resorts - D&F Pack Station, High Sierra Pack Station, and Vermilion Valley Resort.

The operations of these areas will be monitored to compare their actual activities and performance with their approved Operating Plans. A sample Outfitter Performance rating sheet is listed in Appendix S. This could be modified for use with different operations, not just outfitters/guides.

4. OPERATING PLANS (Resorts and Camps)

a. Forest Service Manual

2341	Planning for Private Sector Uses
2341.4	Operating Plans
2342.03	Administration of Private Sector Uses - Policy
2342.04	Responsibility
2343.03	Concession Uses Involving Privately Developed Facilities - Policy

b. Forest Service Handbook - 2709.11

Chapter 24:	Major Development Projects and Other Existing Uses
Chapter 24.05	Definitions
Chapter 24.16	Operations and Maintenance
Chapter 24.3	Sample Operating Plan
Chapter 50	Terms and Conditions

c. General

With increasing emphasis on "Monitoring" the role of an Operating Plan will become more important. And having a good Operating Plan will make the job easier. The Pineridge District has developed a format for those permit holders who are required to submit Operating Plans to follow. By having this format, the District hopes to gain consistency from year to year, and consistency between similar operations (ie: camps, resorts, pack stations). Examples of Operating Plan formats for the Pineridge District are included in Appendix T. A sample Operating Plan from another forest is included in Appendix U.

It is important to note that the permit holders will need early reminders that their Operating Plans are due. This is where the Promise Card System comes in handy, as the permit administrator can set up a reminder card to send out letters early in the spring requesting the Operating Plans be submitted by the indicated date.

d. Suggested Items to Include

The following is a list of items to be considered for the development of Operating Plans:

Purpose of Plan	
Who does What and When -	Identify responsibilities and standards
Equipment, Supplies and Materials to be used	
Personnel	Include training needs and/or qualifications

Authorities	Authorized representatives for holder and USFS
Maintenance	Equipment, facilities, and schedules
Operating Season	
Area of Use	
Resource Protection	Actions taken to reduce impacts on resources
Emergency Procedures	
Health and Safety Items	Precautionary measures
Other Agency Involvement	
Additional Regulations	May pertain to Wilderness or other special management areas.
Activities Planned	Full listing of activities and/or events.

---

5. DEVELOPMENT AND SITE PLANS (Resorts and Camps)

a. Forest Service Manual

2340.2	Privately Provided Recreation Opportunities - Objective
2340.3	Policy
2341	Planning For Private Sector Uses
2341.1	Planning for New Sites and Areas
2341.2	Planning for Changes in Development and/or Use
2341.21	Needs Assessment for New Sites of Areas
2341.22	Site Development Plans for New Sites or Areas
2342.23	Needs Assessment for Existing Permitted Sites and Areas
2341.3	Designing Structures and Facilities
2343.03	Concession Uses Involving Privately Developed Facilities - Policy
2343.2	Marinas
2343.3	Lodging and Overnight Accommodations
2343.4	Restaurants
2343.5	Stores
2343.6	Service Stations
2343.7	Rental Services
2343.71	Trailer and Recreation Vehicle Sites
2345.03	Group Use by Institutions or Other Entities - Policy

b. Forest Service Handbook - 2709.11

Chapter 24.11 Conceptual Proposal

c. What, When, and How

Site and Development Plans are a valuable tool for long-range planning. They help both the holder and the administrator anticipate the future use of the permitted area, and the associated problems or benefits such use will have. The Pineridge District has been working with several permitted operations in developing their plans. Once site and development plans are approved, it reduces the amount of work necessary for future approvals of building and construction plans, and other improvement projects.

There are no specific outlines in the Manual or Handbook for what should be included in Development or Site Plans. What we have requested from our camps and resorts who are going through the planning process (for a 10 year period) includes the following:

DEVELOPMENT PLAN:

1. A summary of the camp's or resort's history, programs, and activities.
2. A complete listing of the existing facilities with their capacities, designated uses and dimensions.
3. A complete listing of the planned developments with capacities, intended uses and dimensions.
4. A listing of the permit holder's projects, including reconstruction of existing structures, and new construction. The list should be ranked to show the planned phases of development.

SITE PLAN:

1. A complete Site Plan showing the entire area with existing and future developments.
2. Include all outlying areas where activities are taking place.
3. Include all water lines, leach fields, septic systems, and foot paths. Parking areas also need to be shown.
4. At least one page of the Site Plan needs to show the topography of the area.

A good time to prepare Site and Development Plans are a year or two in advance of the permit expiration date, assuming the permit is going to be reissued. It provides an incentive for both the permit holder and the administrator to complete them in a reasonable amount of time, and they can then be part of the Term Permit. If the timing is not appropriate for that sequence, they can be done at any time. It is important to meet with the permit holder and provide all the information they will need to submit satisfactory plans. If sample plans are available it will help to clarify what is to be included, and how it should be presented.

The holder needs to be aware that the approval of such plans is a long and slow process, generally taking 1 to 2 years from start to finish. Initially, the holder submits Preliminary Site and Development Plans. These are reviewed by the District and SO. An environmental analysis is usually done on the plans, accompanied by a NEPA document. After the NEPA process is complete, there are usually changes to be made on the plans. That is when the holder revises the Preliminary Plans and submits a final copy.

Once the plans are approved, either a new permit is issued or amendments are made to the Term Special Use Permit. Appendix V shows a Table of Contents for a Development Plan prepared by a Boy Scout Camp (Oljato) at Huntington Lake.

---

6. NEW CONSTRUCTION / RE-CONSTRUCTION (Resorts and Camps)

a. Forest Service Manual

2340.3	Privately Provided Recreation Opportunities - Policy
2341	Planning For Private Sector Uses
2341.1	Planning for New Sites and Areas
2341.2	Planning for Changes in Development and/or Use
2341.3	Designing Structures and Facilities
2342.04	Administration of Private Sector Uses - Policy
2703	Special Uses Management - Policy

b. Forest Service Handbook - 2709.11

Chapter 24:	Major Development Projects and Other Existing Uses
Chapter 24.05	Definitions
Chapter 24.11	Conceptual Proposal
Chapter 24.13	Preconstruction Activities
Chapter 24.14	Construction Activities
Chapter 24.15	Post Construction Activities

c. Pineridge Procedures

For either new construction or re-construction of facilities, the permit administrator first checks to see whether the proposal is within an approved Development Plan. If not the permit holder must submit a proposal stating their needs, scope of the project, and design of structure. The permit administrator and the Special Uses Officer will then begin the necessary NEPA process. The Sierra NEPA Handbook is a valuable reference for the determining the correct analysis and documentation.

If the proposal is within an approved Development Plan, the permit administrator checks to see that it follows the Plan, is within the approved motif for the permitted area, and follows Manual and Handbook direction.

The permit administrator generally meets with the permit holder to explain the process of plan approval. All building plans have to meet Fresno County building codes and must be drawn by an engineering firm or a licensed architect. The specific steps to be followed for processing plans are as follows:

Step 1: The holder submits three sets of plans to the District Ranger for review.

Step 2: The permit administrator reviews the plans and checks that the plans conform to the initial proposal, motif of the area, and have appropriate building, and roofing materials, paint or stain.

Step 3: The permit administrator reviews the plans with the Special Uses Officer and makes recommendations.

Step 4: If acceptable, the plans go to the District Ranger for review. The plans are stamped "Reviewed" and dated.

Step 5: The plans are forwarded to the SO with a cover letter stating the District's recommendations.

Step 6: The SO will review in the necessary functions. Signatures are needed from: the Forest Engineer, Recreation Officer, Landscape Architect, and the Forest Supervisor

Step 7: The plans are returned to the District

Step 8: The plans are returned to the permit holder.

Step 9: The holder takes the "Reviewed" plans to Fresno County's building department.

Step 10: Fresno County checks to see if the plans have been reviewed and stamped by the Forest Service. If so, the plans are then checked by the county to see if they meet state and county building codes. Once the plans are acceptable to the county, they are stamped "Approved."

Step 11: The county then issues a Building Permit.

Step 12: The holder brings one set of "Approved" plans back to the District Ranger, which actually go to the permit administrator.

Step 13: The permit administrator issues an Authorized Construction Permit (Appendix I), and an Improvement Permit (Appendix J) upon presentation of a construction schedule.

After the planning process has been completed, the permit administrator monitors progress of the actual construction. The project is checked for placement, size, materials, and whether or not the work is on schedule.

Once the project is completed, the permit administrator coordinates with Fresno County to be sure a final inspection report is received at the District Office. If necessary, amendments to the Development Plan may have to be made, as well as to the Special Use Permit. Appendix W outlines the planning/permit process from another forest.

7. TIMBER REMOVAL / HAZARD TREES

General Procedures

A letter dated May 30, 1986 signed by the District Ranger outlines the procedures to use for the removal of hazard trees, and is listed in Appendix K.

The procedure is:

(a) The holder contacts the permit administrator regarding a hazard tree that is threatening their improvements.
(b) The permit administrator coordinates with the Small Sales Officer to determine if the tree has commercial value.
(c) If the tree does have commercial value, the holder buys the tree at the going rate.
(d) The tree is sold to the holder using form #R5-2400-4 which is the "Forest Products Sale Permit and Cash Receipt" (Appendix L).
(e) The holder has the tree removed. This can be done by the holder or by a commercial tree falling service, but the holder is responsible for any costs incurred.
(f) If the tree does not have any commercial value, it can be sold as firewood, using the regular fuelwood permit. The holder then needs to have the tree removed, again by self, or by a faller.
(g) An "Improvement Permit" (Appendix J) is issued to the holder prior to removal.

8. COUNTY, STATE, AND OTHER AGENCY INVOLVEMENT (Resorts and Camps)

a. Forest Service Handbook - 2709.11

Chapter 24.05:	Definitions
Chapter 24.13:	Preconstruction Activities
Chapter 24.14:	Construction Activities

b. External Agencies

Involvement with other agencies is an important aspect of permit administration. The following list summarizes the agencies and the kind of situation or activity which would indicate a need for their input.

FRESNO COUNTY:

Environmental Health: water systems, sewer/septic systems, leach fields, gas tanks, kitchen inspections, dining halls, employee housing, food services.
Sheriff: blasting (explosives), security patrols, vandalism-theft-robberies.
Engineering: building permits, snow load tests, electrical requirements.
Road Department: encroachment permits, tract signs, snow plowing along the Huntington Lake Road.
Animal Control Office: dogs, rodents, cattle, pack stock.

STATE OF CALIFORNIA:

Cal Trans: road advertising along Highway 168, encroachments (Hwy 168), vegetative clearing.
Fish and Game: bears, streambed impacts, depradation permits, and NEPA input.
Fire Marshall: used on an advisory capacity, as needed basis.
Water Resources Control Board: water rights for diversions, leach fields (along with Fresno County)

SOUTHERN CALIFORNIA EDISON COMPANY:

Hydo Division: filling and or dredging near or on Huntington Lake, withdrawn areas, undergrounding electrical lines, hazard trees.
Hydro Coordinator: check with the Forest Service Hydro Coordinator for problems or issues with SCE.

PONDEROSA TELEPHONE:

Hazard trees, phone lines, new lines: need to check with Ponderosa before construction especially along driveways, and roads.

LITERATURE REVIEW

V. LITERATURE REVIEW

Colorado State University, Division of Continuing Education, Fort Collins, Colorado. "OR 435 A-G: National Forest Recreation Management, Subcourse C: RIM System, Special Uses, and Appeals".

Everest, Irl H. "The Development and Analasis of Alternatives for an Interagency Tourist Information Station in Madera County, California on State Highway 41 Leading to Yosemite: An Action Plan". Prepared for the Clemson University Recreation Management Short Course, April 1987.

McCray, Wallace J. "A Recreation Communication Systems Plan". Prepared for the Clemson University Recreation Management Short Course, June 1986.

Mumford, Mary S. "INCHANGE: A Model for an Internal Employee Exchange Program", Hiawatha National Forest, Escanaba, Michigan. Project #2 for the Clemson University Recreation Management Short Course, September 1987.

Pearigen, Gordon L. "Computer Program for Special Use Permits". Prepared for the Clemson University Recreation Management Short Course, March 1986.

Rich, Paul A. "Management By Geographical Area vs. Functional Disciplines: A Comparison. A Two Year Program". Prepared for the Clemson University Recreation Management Short Course, 1985.

USDA, Forest Service. Forest Service Handbook 2709.11, "Special Uses Handbook".

USDA, Forest Service. Forest Service Manual, Chapter 2300 - Recreation, Wilderness, and Related Resource Management, Chapter 2300 - Zero Code, Chapter 2340 - Privately Provided Recreation Opportunities.

USDA, Forest Service. Forest Service Manual, Chapter 2700 - Special Uses Management, Chapter 2700 - Zero Code, Chapter 2710 - Special-Use Authorization, Parts 2720 through 2721.23b--20.

USDA, Forest Service. Hydroelectric (FERC) Workbook, Region 5, Pacific Southwest Region. R5HW 4/85.

USDA, Forest Service. "Pineridge Interpreter", Pineridge Ranger District, Sierra National Forest, 1985.

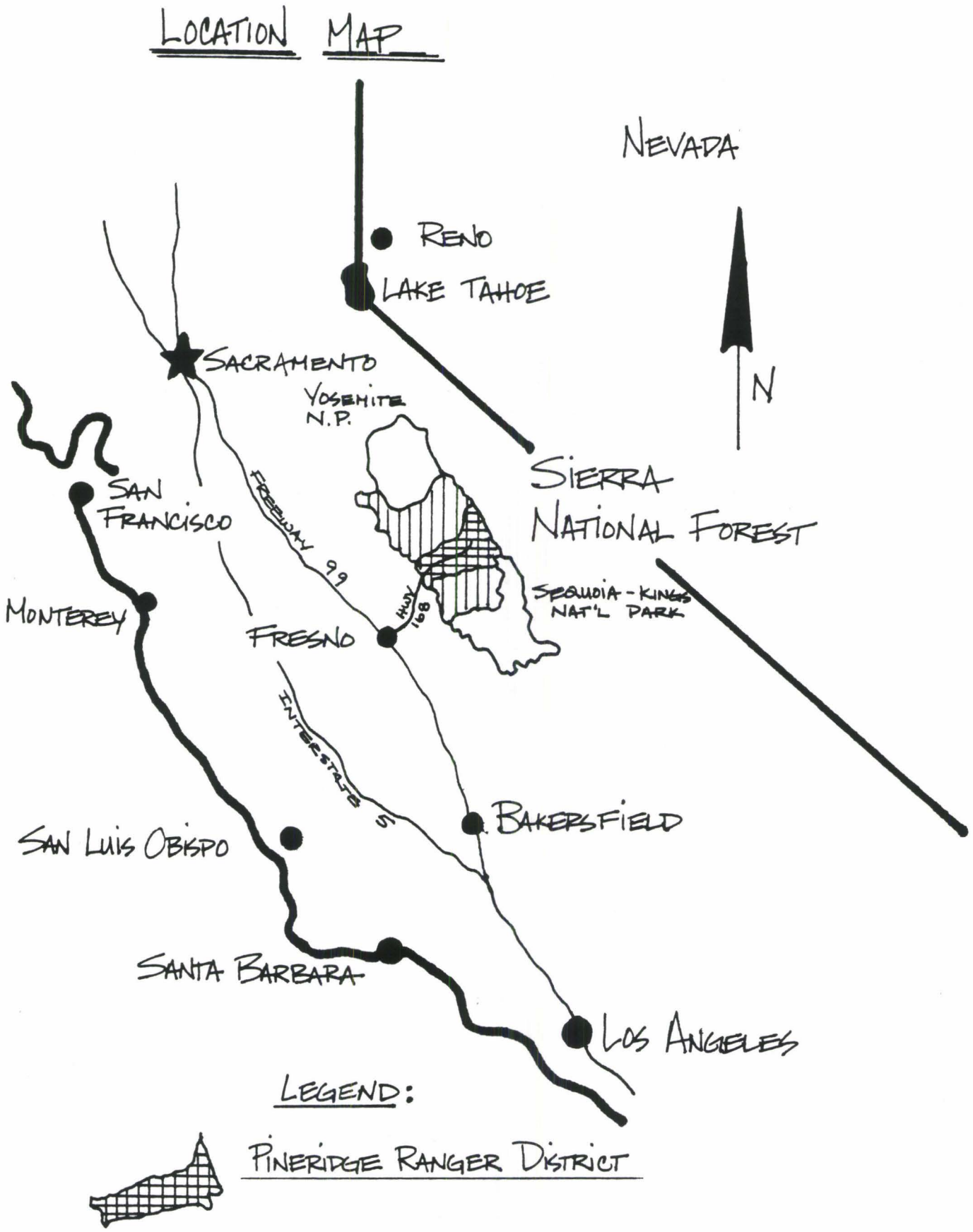
USDA, Forest Service. "Public Service Guide", Pineridge Ranger District, Sierra National Forest, 1980.

USDA, Forest Service. Special Uses Workbook, prepared by Dorothy Hagopian for assistance in permit preparation, Sierra National Forest, 1987.

USDA, Forest Service. "1986/87 Recreation Use Comparison. RIM Report." Sierra National Forest.

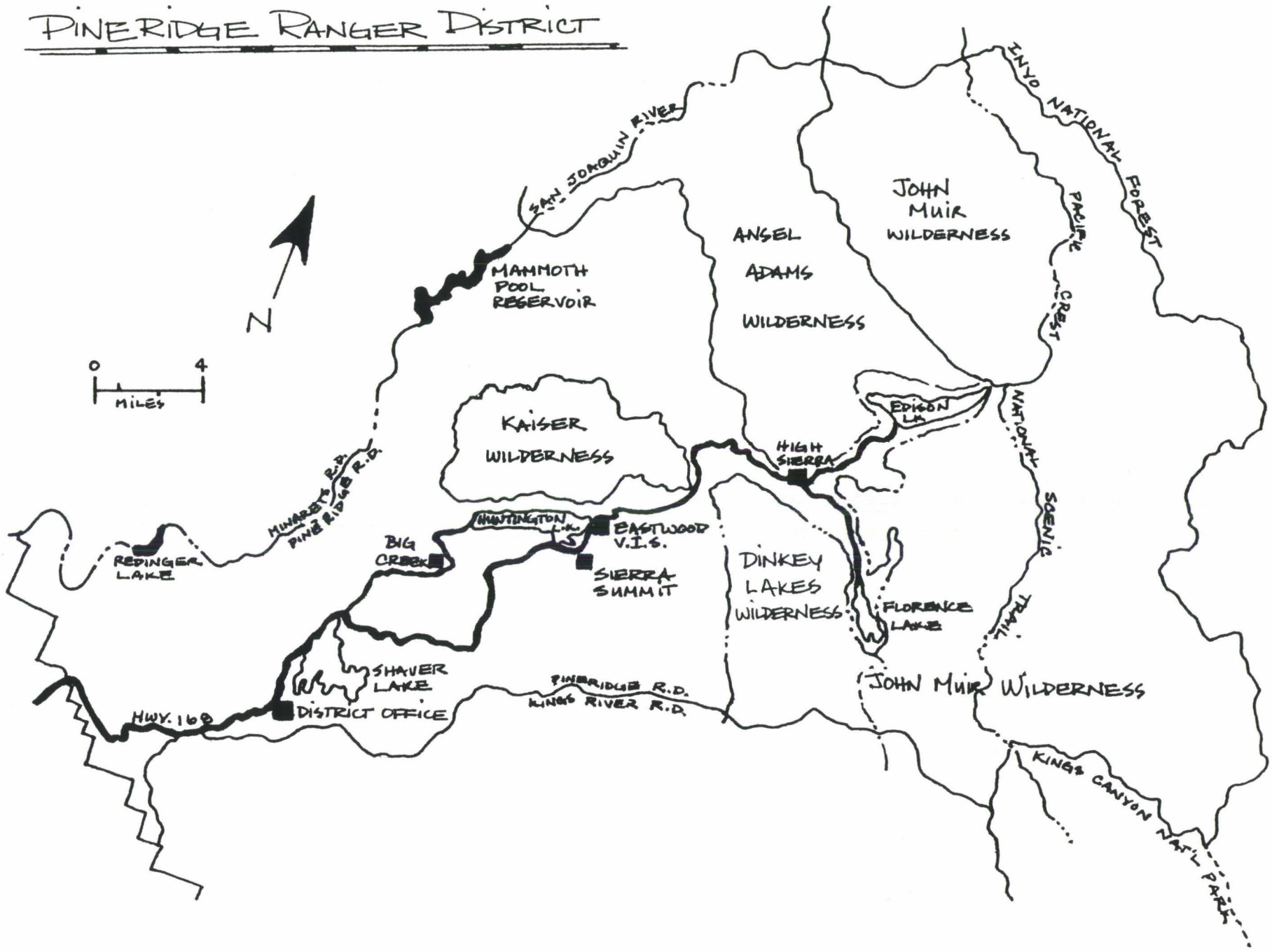
APPENDICES

APPENDIX A


LOCATION MAP
NEVADA
RENO
LAKE TAHOE
SACRAMENTO
YOSEMITE N.P.
N
SIERRA NATIONAL FOREST
SAN FRANCISCO
FREEWAY 99
HWY 168
SEQUOIA - KINGS NAT'L PARK
MONTEREY
FRESNO
INTERSTATE 5
BAKERSFIELD
SAN LUIS OBISPO
SANTA BARBARA
LOS ANGELES
LEGEND:
PINERIDGE RANGER DISTRICT

APPENDIX A-1

PINERIDGE RANGER DISTRICT



APPENDIX B

WORK PLANNING SCHEDULE
for Pineridge Permittees

MONTH	ADMINISTRATION	PLANNING
September	Monitor ongoing operations and projects.	Begin accepting Major Project Proposals (eg: Area Development and Site Plans)
October		Conduct preliminary field work for required environmental documents.
November	Begin reissuance process for permits that will expire in December. Issue new permits or amendments.	Review of preliminary project proposals. Initiate and begin implementation of environmental analysis. (Meetings, Document writing, reviews.
December	Finalize permit changes	
January	Plan and conduct permittee meetings.	
February	Begin reviewing actual building plans for upcoming season. Begin accepting minor improvement project proposals - determine environmental document needed.	
March	Forward building plans to Fresno County. Finalize any permit amendments needed from proposed projects.	
April	Send all Environmental Documents to Forest Supervisors Office. (Major and Minor project proposals)	
May		

(OVER)

June	Field season Special Use Inspections	Fire Season
July	Continue with inspections and correspondence. Meetings with permittees re: ongoing projects.	
August	Follow-up and continue to monitor construction projects.	

APPENDIX C

INDIVIDUALS CONTACTED FOR PROJECT INFORMATION

NAME	FOREST	DISTRICT
Gordon Pearigen	Sierra	Pineridge
Lue Prindiville	Sierra	Pineridge
Ginny Denton	Sierra	Pineridge
Brian Curtis	Sierra	Mariposa
Jack Williams	Sierra	Mariposa
Thomas Highberger	Routt	Hahns Peak
Randy Herzberg	White River	Aspen
Sandy Hogan	San Bernardino	Arrowhead
Bill Makel	San Bernardino	SO
Thomas Whear	El Dorado	SO
Brian Morris	El Dorado	Placerville
Virgil Anderson	Lake Tahoe Basin Management Unit	
David Flohr	Regional Office	California
Mark Dymkoski	Regional Office	California
Dave Peters	Plumas	SO
Bob Wood	Inyo	Mammoth
Ernie DeGraff	Inyo	SO
Tom Balint	Inyo	Mono Lake
Larry Wade	Inyo	White Mountain
Mary Allison	Sequoia	Hume Lake
Michael Evans	Sequoia	Hume Lake
Ron Anderson	Mendocino	SO
Mike Van Dame	Mendocino	Covelo
Chuck Hall	Angeles	SO
Steve Carbaugh	Angeles	Vallerymo
Diane McCombs	Angeles	
Carey Conway	Shasta-Trinity	Shasta Lake
Kristy Hern	Shasta Trinity	Shasta Lake
Joanne Roubique	Tahoe	Truckee
Bob Moore	Tahoe	Truckee

APPENDIX D

PROMISE CARD

PULL DATE:

ATTENTION:

REFERENCE:

DUE DATE:

FREQUENCY: RECURRING ☐ NON-RECURRING ☐

ACTION REQUIRED

ACTION TAKEN: (INITIAL)
1975 : 1976 : 1977 : 1978 : 1979 : 1980 : 1981

R5-1300-29
REV. 7/75

*U.S. GPO: 1978-795-768

APPENDIX E

RESIDENCE INSPECTION REPORT

SIERRA NATIONAL FOREST

PINERIDGE RANGER DISTRICT

ermittees Name and Address:

_____

_____

_____

Complete Inspection By: June 30, 1986

Date of Inspection: _____

Tract Name: _____

Lot Number: _____

I. BUILDINGS:

	Satisfactory
A. Paint, oil, stain	Yes____ No____
B. Area under structure enclosed.	Yes____ No____
C. Lot No. on cabin	Yes____ No____
D. Additional structures (within last 5 years)	Yes____ No____
E. Steps and railings	Yes____ No____

II. FIRE PROTECTION

Buildings:

* A. Spark arrestor	Yes____ No____
* B. Chimney Flue	Yes____ No____
* C. Limbs 10' from flue opening	Yes____ No____
* D. Needles and leaves off of roof	Yes____ No____
* E. Trash removed from under building	Yes____ No____

Grounds:

* F. Flammable material removed for 30'	Yes____ No____
* G. Spark arrestor on internal combustion engines	Yes____ No____
* H. 10' clearance around Bar-B-Q or fire ring	Yes____ No____

III. SANITATION

	Satisfactory
A. Septic systems	Yes____ No____
B. Garbage Removed	Yes____ No____
C. General Clean-up	Yes____ No____

IV. GENERAL CONDITIONS

A. Hazard trees removed	Yes____ No____
B. Trees free from wire, signs, benches, etc.	Yes____ No____
C. Lumber, wood, etc. stored neatly	Yes____ No____

V. ADDITIONAL COMMENTS:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

*** A CITATION MAY BE ISSUED FOR NON-COMPLIANCE.**

I certify that the above is the true condition of my permit area as of the date of inspection, which is shown above. Any items needing correction will be corrected by:

Name: _____ Date to be Corrected by: _____

Signed: _____ Date: _____

Permittee

We take this opportunity to thank you for your interest and effort in helping us maintain the orest Environment. Should you have any questions or comments please contact us at the address below.

Pineridge Ranger District, P.O. Box 300, Shaver Lake, CA 93664
Telephone (209) 841-3311

RECREATION RESIDENCE REPORT INSTRUCTIONS

Heading portion: Please complete name, address, tract name and lot number, and date of inspection.

I. BUILDINGS

A. Unsatisfactory compliance - when condition of paint or stain is deteriorating: peeling or flaking, fading to a different color or hue or washing out. ANY PAINTING OF STRUCTURES REQUIRES PRIOR WRITTEN APPROVAL BY THE FOREST SERVICE. ["Guidelines to Recreation Residences", (GRR), page 9].

B. The enclosure of the underpinnings is required. Satisfactory compliance - when this requirement has been met. (GRR, page 13)

C. Satisfactory compliance - when the lot number is conspicuously posted at the entrance to the recreation residence. The sign's text must be limited to the owner's name and/or name of residence and lot number. (GRR, page 10)

D. Unsatisfactory compliance - when there exists any structure not authorized on the cover of your permit. (GRR, pages 2 and 10)

E. Satisfactory compliance - when steps and railings are structurally sound, stable.

II. FIRE PROTECTION

BUILDINGS:

A. Satisfactory compliance - when an acceptable spark arrestor is installed over the outlet of every chimney or stovepipe (openings not more than one half inch in size). (GRR, pages 10, 11 and 14; State of California "Fire Hazard Reduction")

B. Satisfactory compliance - when stove or furnace flue is structurally sound and extends 3' above the roof. (State of California "Fire Hazard Reduction")

C. Satisfactory compliance - when portions of trees or shrubbery within 10 feet of chimney or stovepipe are removed. CONTACT FOREST SERVICE OFFICER PRIOR TO PRUNING ANY TREES OR SHRUBBERY. (GRR, pages 11 and 13; State of California "Fire Hazard Reduction")

D. Satisfactory compliance - when roof is free of all leaves, needles, or other vegetative growth. (GRR, pages 11 and 13; State of California, "Fire Hazard Reduction")

E. Satisfactory compliance - when all refuse and debris under porch or deck is removed. Miscellaneous items may be stored neatly under the deck only when the area under the deck is enclosed (as required in item 1.B). (GRR, page 13)

GROUNDS:

F. Satisfactory compliance - when all flammable vegetation within 30' of structure is cleared. (GRR, page 11; State of California "Fire Hazard Reduction")

G. Satisfactory compliance - when an acceptable spark arrestor is installed over the outlet of any internal combustion engine such as a generator or log splitter.

H. Satisfactory compliance - when all flammable vegetation within 10' of Bar-B-Q or fire ring is cleared. (GRR, page 10)

III. SANITATION

A. Check septic system annually for capability and adequate capacity. Satisfactory compliance - when septic system is in good working order and adequately covers use. (GRR, page 10)

B. Satisfactory compliance - when all debris and refuse is stored in secured containers and removed currently.

C. Satisfactory compliance - when debris, wood, unused furniture, etc. scattered around the structure is stacked neatly and/or removed. (GRR, page 13)

IV. GENERAL CONDITIONS

A. The removal of hazard trees is the responsibility of the permittee AFTER PRIOR WRITTEN APPROVAL BY THE FOREST SERVICE. Permittees should contact the Forest Service if they are concerned about a particular tree. The tree(s) will be sold to the permittee at either sawlog or fuelwood rates depending on the tree's quality. The permittee may then contract a commercial tree faller to remove the hazard tree. (GRR, page 14)

B. Satisfactory compliance - when trees are free from any attachments such as clotheslines, nails, screws, outdoor lights, etc. (GRR, page 13)

C. Satisfactory compliance - when firewood is stacked neatly and lumber is piled for burning or removal if not to be used within one year. (GRR, page 13)

V. ADDITIONAL COMMENTS

Items 1 through 4 are only a portion of the annual inspection. The Term Special Use Permit as well as the GRR must be reviewed carefully in order to adequately inspect the recreation residence for permit compliance. Make any additional comments in the space provided.

If there seems to exist a conflict between a permit clause and situation at your recreation residence please contact the Forest Service office with questions and/or to set up an appointment for a Forest Service Officer to meet with you at your residence.

APPENDIX F

SHASTA TRINITY NATIONAL FOREST
SHASTA LAKE RANGER DISTRICT

RECREATION RESIDENCE
SELF INSPECTION

PERMITTEE:_____ TRACT:_____
LOT NUMBER:_____ DATE INSPECTED:_____

CHECK "YES" OR "NO" TO MAKE THE FOLLOWING STATEMENTS CORRECT IN REGARDS TO THE ITEMS LISTED. ANY ITEM CHECKED "NO" PLEASE REFERENCE THE NUMBER AND EXPLAIN, INCLUDING THE DATE ITEM WILL BE CORRECTED:

A. Condition of Structure(s)

The following items are in good condition, are not in need of repair, and meet Forest Service permit conditions:

1. Exterior paint	Yes___ No___		8. Deck steps	Yes___ No___	
2. Windows	Yes___ No___		9. Deck floors	Yes___ No___	
3. Doors	Yes___ No___		10. Deck railing	Yes___ No___	
4. Shutters	Yes___ No___		11. Foundation	Yes___ No___	
5. Screens	Yes___ No___		12. Chimney	Yes___ No___	
6. Siding	Yes___ No___		13. Roof shingles	Yes___ No___	
7. Deck posts	Yes___ No___		14. Roof gutters	Yes___ No___	

If "No" on any item above please explain here:_____
_____
_____

B. Sanitation

System meets all State and County Health Codes Yes___ No___.
If "No" explain here:
_____
_____

Type of System:_____
Location:_____
Condition:_____

C. Appliances

All appliances are installed and are operated in accordance with the laws and regulations of the State Yes___ No___.

All liquified petroleum gas, and/or propane is installed and operated in accordance with the laws and regulations of the State Yes___ No___.
If "No" explain here:_____
_____

Type of tanks on site:_____
Number of tanks:_____
Capacity of each tank:_____

D. Electrical

All electrical equipment and facilities installed and operated conform to the National Electric Code Yes___ No___.
Main junction box_____
Wiring_____
Outside fixtures_____
If "No" explain here:_____
_____

E. Water

Water system is installed and operated in accordance with State and County codes and is approved by the Forest Service Yes___ No___.
If "No" explain here:_____
_____

Source:_____
Type of pipe:_____

F. Grounds

Area is maintained to present a clean, neat, and orderly appearance. Trash, debris, unusable machinery etc. is not present Yes___ No___.

Storage of firewood and other materials is neat and orderly Yes___ No___.

Site, lot, right of way and immediate adjoining area clear of hazardous conditions Yes___ No___.

Trees are free of nails and other damaging materials Yes___ No___.

If "No" explain here:_____
_____
_____

G. All improvements on the lot have been approved by the Forest Service and are documented within the permit Yes___ No___.

H. General condition of dock:_____

I. Signs

Lot number is clearly displayed on the residence Yes___ No___.

All signs on the lot and within the right of way have been approved by the Forest Service Yes___ No___.

J. Fire

Permittee meets all Forest Service fire hazard reduction requirements Yes___ No___.

REMARKS:

To the best of your knowledge approximately how many days did you spend at your summer home in 1988:_____

How many days did guests use your summer home when you were not present:_____

I certify that I have inspected the premises and the above information is true and accurate.

_____ _____

Signature Date

RETURN THIS INSPECTION FORM BY JUNE 1ST TO:

DISTRICT RANGER
SHASTA LAKE RANGER DISTRICT
6543 HOLIDAY ROAD
REDDING, CA 96003

RECREATION RESIDENCE INSPECTION CHECKLIST

STRUCTURES

- Paint
- Foundation and underpinning
- Windows and screens
- Lot #
- Doors
- Roof (needles & leaves)
- Exterior walls
- Chimney - flue, spark arrester
- Porch and deck
- Stairway and railings
- Electrical
- Signs
- Size
- Vents

OTHER IMPROVEMENTS

- Fence and gate
- Antennas
- Saunas, hot tubs or spas
- Retaining walls
- Propane tanks
- Driveways and bridges
- Fireplaces and barbecues
- Picnic tables
- Gazebos
- Solar panals
- Dog houses
- Dog runs
- Trellis

VEHICLES

- Stored vehicles
- Recreation vehicles
- Licensed and currently registered
- Commercial
- Boat
- Campershell

GROUNDS

- Hazard trees
- Decorative ornaments
- Christmas lights
- Fire prevention clearance
- Woodpiles
- Litter - trash
- Outdoor furniture
- Sports equipment
- Hammocks/swing sets
- Pools and ponds
- Toys
- Pets and livestock
- Clothesline
- Nails and wires attached to trees
- Building materials
- Trash cans

SANITATION SYSTEM

- Septic tank
- Leach field
- Sewer lines
- Vents
- Cleanout traps
- Outhouse pit

WATER SYSTEM

- Well
- Surface pick-up
- Waterlines
- Springs
- Storage tanks

RECREATION RESIDENCE TRACT INSPECTIONS

TRACT	LOT #	IN COMPLIANCE	NON-COMPLIANCE
DUMPING			
SIGNS			
EROSION			
HAZARDOUS TREES			
EXPOSED WIRING			
STRUCTURAL DEFECTS			
SANITATION			

REMARKS: _____

_____

_____

_____

_____

INSPECTOR: _____ DATE _____

TITLE: _____

San Bernardino

ANGELES NATIONAL FOREST

Recreation Residence Lot Inspection Report

Your recreation residence and grounds were inspected recently to assure compliance with your special use permit. Items indicated below require your attention.

Lot #_____ Tract_____ Inspected by:_____

_____

_____

Permittee present:_____

Permanent Occupancy Authorized:_____

Sublease or Rental Authorized:_____

STRUCTURES:

OTHER IMPROVEMENTS:

SANITATION SYSTEM:

FS-6200-28(7-82)

WATER SYSTEM:

GROUNDS:

VEHICLES:

All discrepancies must be corrected by _____, unless otherwise indicated. A follow-up inspection will be conducted.

CHRISTINE A. ROSE, District Ranger | Date

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE
Lake Tahoe Basin Management Unit/Box 8465/South Lake Tahoe/CA 95731

RECREATION RESIDENCE INSPECTION REPORT

PLEASE COMPLETE THIS FORM AND RETURN IT TO OUR OFFICE BY JULY 15, 1986.

GENERAL CONDITIONS:

My recreation residence is on Lot#_____of the_____Tract.

My cabin needs Paint, Oil or Stain Yes____No____ (If yes I will have the color approved by the Forest Service and the work completed by _____ _____1986.

My lot number is placed in plain view on the cabin YES____NO____

My lot is free of litter, old appliances, lumber, pipes, etc. Yes____No____

____ I would like to meet with someone regarding the trees on my lot.

____ I am considering the following replacement and/or repair of my improvements and will need approval by a Forest Service officer.

_____
_____
_____
_____
_____
_____

FIRE HAZARD REDUCTION CHECK LIST

THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

____ I have removed flammable vegetation around my structure to a minimum of 30 feet or to property line, as specified by Public Resource Code, Sec. 4291.

____ No tree limbs are within 10 feet of chimneys and or stove pipes.

____ There is a 1/2 inch screen mesh over the outlet of every chimney or stove pipe.

____ The roof and gutters are free of leaves, needles or other dead vegetative growth.

____ Approved spark arrestors are on all internal combustion engines (mowers, chainsaws, cycles, motorcycles, etc.)

_____	_____	_____	_____
Signature	Print Name	Phone	Date

ADDRESS CORRECTION REQUESTED

U.S. DEPARTMENT OF AGRICULTURE
FOREST SERVICE
LAKE TAHOE BASIN MANAGEMENT UNIT
P.O. BOX 8465
SOUTH LAKE TAHOE, CA 95731

BULK RATE
Postage & Fees Paid
U.S. Forest Service
Permit G-40

PLEASE

Give Yourself and
Firefighters
a Fighting Chance!

FROM _____

OFFICIAL BUSINESS
Penalty for Private Use $300

NO POSTAGE
NECESSARY
IF MAILED IN THE
UNITED STATES

BUSINESS REPLY CARD

FIRST CLASS PERMIT NO. 10040 WASHINGTON, DC.

POSTAGE WILL BE PAID BY FOREST SERVICE, USDA

U. S. FOREST SERVICE
P. O. Box 8465
South Lake Tahoe, CA 95731

RECREATION RESIDENCES ON THE BIG BEAR DISTRICT

Recreation Residences are cabins on National Forest land, owned and taken care of by the owner(s). The land is not "leased" as is the belief, but rather "permitted" to the cabin owners (permittees). Our permit is not an interest in real property, but it permits the permittee to have a cabin on National Forest land. They are responsible to use the land in accordance with all laws and regulations that govern the land. The Forest Service continues to manage the land to protect the resources.

When a cabin is listed for sale the person taking the listing or the owner should let our office know so an inspection can be done to be sure everything is up to standard. A notice will be sent to the owner and when any indicated work is completed our office should again be contacted so a reinspection can be made. The Forest Service will not issue a new permit until the old permittee satisfies all inspection requirements. This process makes closing escrow much easier for all concerned. Just before the close of escrow the buyer should make an appointment for an interview with someone in the Big Bear Ranger Station to go over the permit and clauses and then sign the new permit. A relinquishment form signed by both buyer and seller, a notorized copy of the Bill of Sale and a check for $25.00 complete the process.

The proper forms for a new permit in the case of death or divorce differ from the above. Please contact this office for more specific information.

Each time a cabin is bought, traded or changes ownership, a new permit will be issued for the balance of time remaining on the existing permit. The permit is called a "Special Use Permit" and can only be issued in a husband and wife or single person's name. Two or more single persons may buy the improvements but only one may have the permit in their name. A husband and wife may buy the improvements and choose to have the permit in either one or both names.

There is a "Land Use" fee charged by the Government. It is a yearly fee, due and payable by March 1st of each year. The amount of the fee depends on the location of the land. The fee is always 5% of the unimproved value of the land. Every five years, the land use fees paid by the permittees have to be reevaluated.

The Forest Service does not get involved in Personal Property taxes, insurance costs or the sale of the recreation residences. The sales are generally handled through local Real Estate offices and any information about prices, availability and escrow concerning the sales should be directed to them.

It is the permittee's responsibility to keep his area in a fire safe condition. A fire prevention inspection is done once a year in late spring. If any deficiencies are found the permittee is subject to a citation. A permittee should not wait for this inspection but rather keep their areas fire safe at all times.

The following is a list of the Special Use (Recreation Residence) Tracts and the number of cabins in each:

TRACT NAME	NUMBER OF CABINS
Lakeview	95
Polique Canyon	24
Willow Glen	6
Big Bear	244 (58 on tenure 1980)
Metcalf Creek	68
Pineknot	10

If you want to install a telephone, build an addition, make an improvement of a structural nature or change the plumbing, wiring or paint the cabin, approval is needed from the Forest Service. Please put all requests in writing with a rough sketch of the plans. In some cases, after approval from the Forest Service a building permit from the County will be required. Generally all electric and phone lines must be installed underground.

Boat docks or bouys are not allowed.

All recreation residences are managed to meet the Santa Ana Region, California Water Quality Control Board's edict of no open wastewater disposal system after July 1, 1980. For more specific information contact the Big Bear Ranger Station.

All of these areas and more details are covered in an interview with the permittee prior to the signing of new permits. For additional information, please call (714) 866-3437 Monday through Friday between 8:00 a.m. and 4:30 p.m. or write to the Big Bear Ranger Station, P.O. Box 290, Fawnskin, California 92333.

U.S.D.A. — FOREST SERVICE
PACIFIC SOUTHWEST REGION
SAN BERNARDINO NATIONAL FOREST

Dear Property Owner:

In an effort to reduce operating cost, we are continuing a self-inspection Fire Hazard Abatement program designed to insure compliance with state laws.

The bottom of this letter is a pre-addressed card. When you have completed your responsibility for fire hazard abatement, which is a year round responsibility, please sign and return. Fire Prevention specialists will make some random inspections of property to assure the hazard abatement work has been understood and completed. A citation may be issued for non-compliance.

If you need additional information or assistance in determining if your property meets the requirements of the law, please contact one of our offices listed below and a Fire Prevention specialist will be happy to help you.

In addition, we would like to remind you to soak all fireplace, barbeque and wood stove ashes in water for 24 hours prior to disposal.

Your cooperation will make your property and the National Forest safer from wildfire and help us in our energy saving efforts.

RICHARD L. STAUBER
Forest Supervisor
San Bernardino National Forest

Arrowhead Ranger Station
P.O. Box 7
Rim Forest, CA 92378
714-337-2444

Big Bear Ranger Station
P.O. Box 290
Fawnskin, CA 92333
714-866-3437

Lytle Creek Ranger Station
Star Route Box 100
Fontana, CA 92335
714-887-2576

Mill Creek Ranger Station
34701 Mill Creek Rd.
Mentone, CA 92359
714-794-1123

Idyllwild Ranger Station
Box 518
Idyllwild, CA 92349
714-659-2117

FIRE HAZARD ABATEMENT CHECK LIST

San Bernardino National Forest

- ☐ Flammable vegetation around structures cleared to a minimum of 30 ft.
- ☐ No tree limbs within 10 ft. of chimneys and/or stovepipes.
- ☐ Spark arresters on all internal combustion engines (mowers, chain saws, tractors, motorcycles, generators, etc.)
- ☐ 1/2 in. screen on chimneys and/or stovepipes visible from ground.
- ☐ No dead limbs over structures or debris on roof.
- ☐ Flammable vegetation around propane tanks cleared to a minimum of 10 ft.

I certify that all fire hazards on the property that are my responsibility have been abated.

ADDRESS _____ SIGNATURE _____ DATE _____

PRINT ADDRESS _____ PRINT NAME _____

Save your place.

And ours.

from

_____

_____

_____

PLACE
STAMP
HERE

APPENDIX G

RESIDENCE INSPECTION REPORT

2720(2300)

YOUR RECREATION RESIDENCE AND GROUNDS WERE INSPECTED RECENTLY TO ASSURE COMPLIANCE WITH YOUR SPECIAL USE PERMIT. INSPECTIONS ARE CONCERNED WITH PROTECTING AND MAINTAINING NATIONAL FOREST VALUES AND YOUR ENJOYMENT OF THE FOREST SITE. ITEMS INDICATED BELOW REQUIRE YOUR ATTENTION.

NATIONAL FOREST	INSPECTION: PERIODIC _____ TRANSFER _____ FOLLOWUP _____
DISTRICT	TRACT
	LOT
	INSPECTED BY
	DATE OF INSPECTION

BUILDINGS:

NEEDS: PAINT___ OIL____ STAIN _____
ON: RESIDENCE___ GARAGE___ OTHER_____
UNDERPINNING TO BE ENCLOSED _____
PLACE LOT NO. ON CABIN _____
UNAUTHORIZED CONSTRUCTION, ALTERATION_____

FIRE PROTECTION: BUILDINGS

*INSTALL APPROVED SPARK ARRESTER _____
REPAIR SPARK ARRESTER _____
FLUE DAMAGED: REBUILD____REPAIR _____
FLUE MUST EXTEND 3' ABOVE ROOF _____
CHIMNEY MUST BE 2'' FROM WOOD _____
REMOVE LEAVES AND NEEDLES FROM ROOF_____
CUT LIMBS 10' FROM FLUE OPENINGS_____
REMOVE TRASH FROM UNDER BLDGS._____

FIRE PROTECTION: INCINERATOR, OUTSIDE FIRE PLACE, GROUNDS

*INSTALL APPROVED SPARK ARRESTER_____
REPAIR SPARK ARRESTER _____
INCINERATOR FAULTY: REPAIR _____
REPLACE_____
FLUE DAMAGED: REPAIR _____
REPLACE _____
REMOVE INFLAMMABLE MATERIAL ON GROUND:
_____FT. AROUND INCINERATOR
_____FT. AROUND BUILDINGS

SANITATION:

FLUSH____PIT_____CHEMICAL _____
BLDG. NOT FLYPROOF _____
NEW BLDG. NEEDED___NEW PIT NEEDED___
REMOVE OLD LATRINE _____
FLY TIGHT CESSPOOL NEEDED FOR _____
CLEANUP GARBAGE AND CANS ON LOT_____

GENERAL CONDITIONS:

REMOVE FROM TREES:
WIRES____SIGNS____WOOD__BENCHES__
REMOVE OR PILE NEATLY:
LUMBER_____ FIRE WOOD_____

ADDITIONAL COMMENTS:

*SEE DISTRICT RANGER FOR SPECIFICATIONS.

PLEASE REMEDY THE CONDITIONS INDICATED BEFORE _____ 19___.

WE TAKE THIS OPPORTUNITY TO THANK YOU FOR YOUR INTEREST AND EFFORT IN HELPING US MAINTAIN THE FOREST ENVIRONMENT.
SHOULD YOU HAVE ANY QUESTIONS OR COMMENTS PLEASE CONTACT US AT THE ADDRESS BELOW.

DISTRICT RANGER (NAME)	ADDRESS

R5-2700-4 (REV. 4/66)

GPO 1978 - [illegible]

APPENDIX H

Tom:

Date:

These plans are for:

Permittee:

Tract: Lot #

Contractor:

The work to be done:

EXISTING RECREATION RESIDENCE ⌀ _____

RECREATION RESIDENCE ⌀ _____

EXISTING DECK ⌀ _____

DECK ADDITION ⌀ _____

EXTRA STRUCTURE: YES ____ **NO** ____

REMARKS:

APPENDIX I

AUTHORIZED CONSTRUCTION

Name _____

Address _____

For information concerning this permit contact
_____ **U. S. Forest Service**

_____

APPENDIX J

2720 (Rn)

IMPROVEMENT PERMIT FOR SPECIAL USES

_____ Lot_____ Tract_____
(Name)

Formal approval is hereby given by the District Ranger for the items listed below:

___ 1. Construction of _____

___ 2. Reconstruction of _____

___ 3. Alteration of _____

___ 4. Plans for constructing _____

___ 5. Removal of a tree _____

___ 6. Painting/staining _____

___ 7. Reroofing _____

___ 8. Other _____

Remarks: _____

_____

_____

_____

Construction to start: _____

Construction to be completed by: _____
(Date)

CONTRACTOR: _____ _____
(for) District Ranger

Permittee Confirmation Made: _____
(Date)

Date _____

Written _____

Oral _____

FS-6200-28(7-82)

APPENDIX K

UNITED STATES
DEPARTMENT OF AGRICULTURE FOREST SERVICE PINERIDGE RD

REPLY TO: 2450 Commercial Timber Sales
2720 Special Uses

DATE: May 30, 1986

SUBJECT: Hazard Tree Removal/Sale, Summer Home Area

TO: Skip Howard, Dudley Robertson, Gordon Pearigen, Steve Apperson, and Front Desk Folks

Gordon and I have discussed the hazard tree situation in the summer home area, and I have decided on the following course of action, involving tree(s) that contain 15,000 board feet or less.

Standing Green or Dead

If the tree presents a hazard and must be removed, we will:

1. Mark tree for removal (S. Apperson).

2. Send letter to permittee authorizing removal of tree (S. Apperson).

3. Cruise tree (Timber).

4. Sell tree to permittee at minimum bid prices.

5. Permittee takes responsibility for removal.

Down Tree

If tree is already down, then we have two options:

1. Permittee Wants Tree

a. We will mark tree (S. Apperson).

b. Send letter to permittee authorizing tree removal (S. Apperson).

c. Cruise tree (Timber).

d. Sell tree to permittee at minimum bid prices.

e. Permittee responsible for tree removal.

2. Permittee Does Not Want Tree

APPENDIX L

USDA FOREST SERVICE

FOREST PRODUCTS SALE PERMIT AND CASH RECEIPT

(INSTRUCTIONS IN FSM 2450 and FSH 6509.17) REF 36 CRF 223.1(a)

(CONDITIONS ON BACK)

	REG	FOR	RD	PERMIT NO.	TYPE	SUB TYPE	NATIONAL FOREST
1	2 3	4 5	6 7	8 13	14 15	16 17	DISTRICT
P	0 5				N N	N N	

	ACT	SC IND	PROC OR OTHER ID	NO. OF PERMITS	FORM	SIZE	STATE	COUNTY	ISSUE DATE M M D D Y Y	TERMINATION DATE M M D D Y Y	PURCHASER (Name and Complete Address)
01	18	19	20 23	24 26	27	28	29 30	31 33	34 39	40 45	46 68
70		1									

LOCATION:

STREET OR P.O. BOX

CITY | STATE | ZIP CODE

OTHER CONDITIONS:

	ACT	SPECIES	PROD CODE	UNIT MEAS NAME	UNIT MEAS CODE	RATES/ UNIT OF MEAS STMPG.	RATES/ UNIT OF MEAS ASSOC CHGS SLASH	RATES/ UNIT OF MEAS ASSOC CHGS OTHER	SIGN	SOLD QUANTITY	STUMPAGE SOLD VALUE	CONVERSION FACTOR	U/M
	18	19 22	23 24		25 26				27	28 34	35 41	42 49	50 51
02													01
70													01
													01
											TOTAL STUMPAGE VALUE		

REMARKS:

	ACT	RESER	MGMT CODE	RESER	SIGN	DISTRIBUTION AMOUNT	ACCOUNT NAME
	18	19 22	23 28	29 30	31	32 38	
03							NFF
70							SSF
03							KV
70							BD

BILL NO.

REGION CODE TR

TOTAL PERMIT VALUE

	ACT	TRANSACTION DATE M M D D Y Y	CASH TYPE	SIGN	CASH AMOUNT	TRANS CODE	MANAGEMENT CODE
	18	19 24	25 26	27	28 36		
04							
70	R		C P			A	8 7 0

SALES $300.00 OR LESS ARE NON-REFUNDABLE

FOREST SERVICE		PURCHASER	DATE
SIGNATURE	TITLE	SIGNATURE	
	CONTRACTING OFFICER		

S.O. COPY

R5-2400-4 (Rev. 4/84)

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

FOREST PRODUCTS SALE PERMIT

Subject to and in strict compliance with all of the following conditions and requirements AND THOSE ON THE OTHER SIDE HEREOF, the purchaser named herein is authorized to cut and remove the National Forest timber or other forest products described on the other side of this permit. The making of any payment hereunder or the cutting and removing of any timber or other forest products covered by this permit makes all of said conditions and requirements binding upon the purchaser.

1. No timber shall be cut until paid for and only material marked or designated by the Forest Service shall be cut and removed from the sale area. Timber upon valid claims and under other contract is exempted from this sale. All cut material which meets the minimum piece standards stated on the reverse side shall be removed from the permit area.

2. Payments, at not less than the amounts set forth on the other side of this permit shall be made in advance of cutting to the order of the Forest Service USDA for stumpage which includes required deposits for sale area betterment (Act of June 9, 1930, 16 U.S.C. 576b) and for required deposits for slash disposal (Act of April 24, 1950, 16 U.S.C. 490) at the rates indicated, when requested by the Forest Service, except that the final payment shall in the estimated amount remaining due.

3. All stumps and logs shall be cut to cause the minimum waste. Bucking lengths shall be varied so the entire merchantable stem is utilized. Stumps shall not be cut higher than the maximum specified, when measured on the side adjacent to the highest ground. All material shall be utilized to the minimum diameter specified or to as small a diameter in the tops as practicable. No timber shall be removed from the place agreed upon for scaling, until scaled, measured, or counted by the Forest Service. Title to all timber included in this sale shall remain in the United States until it has been cut scaled, paid for and removed from the permit area.

4. Timber shall be scaled by the Scribner Decimal C log Rule unless otherwise specified on the other side of this permit, or counted or measured as provided herein and, if scaling is to be done after felling, the purchaser shall present products for scaling in such arrangements as required by the Forest Service. Length of logs shall be varied as necessary to result in minimum waste and maximum utilization of merchantable material. In the discretion of the Forest Service, the volume of each marked or designated tree may be determined and recorded before felling.

5. The purchaser and his employees will do all in their power to prevent and suppress forest fire; will dispose of the slash and other refuse as instructed by the Forest Service, shall pay the United States for any unnecessary damage resulting from this sale and shall also repair all damage to roads, trails, fences, ditches and telephone line resulting from operations under this sale, except as otherwise provided herein.

6. Merchantable timber that is damaged or wasted shall be paid for as follows: (1) Marked or designated trees which are left uncut or unmarked or undesignated trees which are cut or injured through carelessness at double the rate for stumpage; (2) Marked or designated trees which are broken by careless falling or cut and not fully utilized at the current rate for stumpage. In view of the difficulty in determining the actual damage to the United States, the amounts specified herein shall be regarded as liquidated damages; Provided, that, if such damage or wastage involves small amounts of material, and in the judgment of the Forest Service, is justified by existing conditions set forth in this section the payments need not be required. In addition to payments of liquidated damages, the purchaser shall make payments at the regular rate for all other deposits for the total volume of timber involved. The right, title, and interest to any timber, for which payment of liquidated damages has been made or which has been regularly paid for, cut, or not removed, shall remain in or revert to the United States if not removed from the sale area at the expiration or termination of this permit.

7. The decision of the Secretary of Agriculture shall be final in the interpretation of the regulations and provisions governing the sale, cutting, and removal of the timber covered by this permit. This permit will not be assigned in whole or in part.

8. All operations on the sale area, including the removal of scaled timber, may be suspended by the Forest Service in writing, if the conditions and requirements contained in this permit are disregarded, and failure to comply with any one of said conditions and requirements, if persisted in, shall be sufficient cause for the termination of this permit.

9. No member of Congress or Resident Commissioner shall be admitted to any share or part of this permit, or to any benefit that may arise therefrom unless it is made with a corporation for its general benefit. (18 U.S.C. 431-433)

10. The provisions of this sale are completely set forth in this permit, and none of its terms can be varied or modified except in writing by the Forest Officer approving the permit, or his successor or superior officer, and in accordance with the regulations of the Secretary of Agriculture.

11. All moneys paid under the permit shall, upon failure on the part of the purchaser to fulfill all and singular the conditions and requirements herein set forth, be retained by the United States to be applied as far as may be to the satisfaction of the purchaser's obligations hereunder.

12. Neither the purchaser nor any contractor, subcontractor, agent or employee of the purchaser shall discriminate in the performance of this permit against any person on the ground of race, creed, color, or national origin.

INSTRUCTIONS FOR FOREST OFFICER

1. Not to be used for sales exceeding two years in length.
2. After signatures, send original and two yellow copies of Bill for Collection to Supervisors's Office.
3. Send white copy of Bill for Collection with payment to Unit Collection Officer.
4. Hold carbon in District's files.
5. Furnish purchaser with copy after payment is cleared.

USDA - FOREST SERVICE

FOREST PRODUCTS SALE PERMIT & CASH RECEIPT
BILL FOR COLLECTION

RD	PERMIT NO.

NATIONAL FOREST

DISTRICT

ISSUE DATE M M D D Y Y	TERMINATION DATE M M D D Y Y	PURCHASER (Name and Complete Address)
34 39	40 45	46 68

Please pay by money order, bank draft, or check payable to FOREST SERVICE, USDA.

STREET OR P.O. BOX

CITY	STATE	ZIP CODE

DESCRIPTION

For Forest products as described below:

70 02 ACT 18	SPECIES 19 22	PROD CODE 23 24	UNIT / MEAS NAME	UNIT / MEAS CODE 25 26	RATES / UNIT OF MEAS STMPG.	RATES / UNIT OF MEAS ASSOC CHGS SLASH	RATES / UNIT OF MEAS ASSOC CHGS OTHER	SIGN 27	SOLD QUANTITY 28 34

BILL NO.

REGION CODE TR

TOTAL PERMIT VALUE

70 04 ACT 18	TRANSACTION DATE M M D D Y Y 19 24	CASH TYPE 25 26	SIGN 27	CASH AMOUNT 28 36	TRANS CODE	MANAGEMENT CODE
R		C P			A	8 7 0

DISTRICT PAID COPY

R5-6500-89(Rev. 4/84)

APPENDIX M

"ITEMS DISCUSSED AT TRANSFER CONFERENCE"

I. BASIC REQUIREMENTS FOR TRANSFER:

_____A. RELINQUISHMENT FORM (All Signatures)

_____B. TRANSFER INSPECTION (Corrections prior to Transfer)

_____C. TRANSFER CONFERENCE (Complete review of Permit)

_____D. BILL OF SALE (Registered with Fresno County)

_____E. TRANSFER FEE ($25.payable to USDA Forest Service)

II. MANDATORY REQUIREMENTS:

A. PERMITTEE HAS NO OTHER RECREATION RESIDENCE

B. RECREATION RESIDENCE WILL NOT BE USED AS A PERMANENT PLACE OF RESIDENCE.

C. NO RENTING OR SPECULATING.

D. NO COMMERCIAL USE OF A RECREATION RESIDENCE WILL BE PERMITTED.

E. MUST BE ABLE TO AMORTIZE THE INVESTMENT OVER THE PERMIT PERIOD.

F. PERMITTEE CANNOT BE A MEMEBER OR DELEGATE TO CONGRESS OR A RESIDENT COMMISSIONER.

G. UNDERSTANDS AND WILL COMPLY WITH ALL PROVISIONS OF THE SPECIAL USE PERMIT.

III. SPECIFIC TOPICS DISCUSSED:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

DATE: _____ PERMITTEE'S SIGNATURE _____

DATE: _____ FS REP. SIGNATURE _____

APPENDIX N

RECREATION RESIDENCE TRANSFER - CHECK LIST

OLD PERMITTEE: _____

_____

_____

LOT NO. _____

NEW PERMITTEE: _____

_____

_____

TRACT _____

OTHER INFORMATION/INSTRUCTIONS

1. Request for Form 2700-3a SENT or PICKED UP & RETURNED

   _____ _____ _____

2. Entered in Transfer Log _____
3. Folder Checked for Amendments & Water Rights _____
4. Bill of Sale, Legal Docu. showing disposition of res. _____
5. Lot Inspection _____
6. Call SO for FLUR # _____
7. Type Permit _____
8. Prepare Bill for Collect. _____
9. Complete Lot & Tract Map _____
10. Copy SUP (3) Faces & Map SO to receive only face Do 2 complete SUP _____
11. Put Face of SUP & Copy of Bill for Collection in file _____
12. 2 SUP Copies & Bill Mailed to New Permittee for signature and payment _____
13. Conference Held _____

Remarks/Special Instructions:

_____

_____

_____

_____

_____

AFTER SIGNED PERMITS ARE RETURNED

1. Date Permits returned or Date Conference Held _____
2. Confirmed all have signed _____
3. Verify bill paid _____
4. Send payment to SO if conference held on District _____
5. Type New Permittee's name on Welcome letter _____
6. Type Previous Permittee's name on Closing letter _____
7. Assemble Welcome, Closing 2 signed SUP & Application & tab for DR Signature _____
8. Returned from Ranger _____
9. Mail Copy of Approved SUP _____
10. Mail Closing Letter _____
11. Purge and Incorporate File File all pertinent papers in dated sequence _____
12. Type File Labels _____
13. Type Rolodex Address Labels _____
14. Send Face of Permit to SO for FLUR input _____
15. Change Permittee Name in Tract Listing _____

Other items requiring attention:

_____

_____

_____

_____

RECREATION RESIDENCE TRANSFER

PERMITTEE _____

LOT #_____ TRACT _____ PHONE #_____

ITEM	DATE RECEIVED OR ACCOMPLISHED
1. COMPLETED CANCELLATION/APPLICATION FORM (R5-2700-3A)	
2. CURRENT INSPECTION (PRE-TRANSFER OR ANNUAL)	
3. PERMITTEE CONFERENCE WITH APPLICANT, INCLUDING WITNESSED STATEMENT, AND INSPECTION RESULTS	
4. COPY OF TRANSFER DOCUMENT, BILL OF SALE, ETC.	
5. CHECK WITH STPUD ON SEWER BILL FOR THE FOLLOWING TRACTS: ALPINE FALLS, FALLEN LEAF LAKE 26-32, 60, FALLEN LEAF LODGE, STANFORD AND UPPER TRUCKEE TRACTS.	
6. R5-2700-3A APPROVED BY SPECIAL USE OFFICER	
7. NEW PERMITTEE SENT PERMIT, SERVICE FEE BILL, AND CHANGE IN OWNERSHIP STATEMENT FOR EL DORADO COUNTY	
8. SIGNED PERMIT RECEIVED	
9. FEE PAID	
10. APPROVED COPY OF PERMIT SENT TO PERMITTEE WITH WELCOME LETTER.	
11. CHANGE PERMITTEE FOLDER	
12. CHANGE FLUR	
13. CARD FILE	

NOTES

_____

Lake Tahoe Basin Management Unit

SUMMER HOME PERMIT TRANSFER - CHECK LIST

OLD PERMITTEE: _____

_____

_____

LOT _____

NEW PERMITTEE: _____

_____

_____

TRACT _____

OTHER INFORMATION/INSTRUCTIONS

1. Request for Cancellation Form SENT or PICKED UP & RETURNED
   _____ _____ _____
2. Entered in Transfer Log _____
3. Folder checked for Amendments & Water Rights _____
4. Permit typed _____
5. Bill for Collection Issued _____
6. Copy of Bill for Collection & Copy of Permit put in folder _____
7. Cover letter of instructions _____
8. File folder & all new material checked by Brian _____
9. Lot Inspection _____
10. Bill of Sale or Purchasing Agreement or other documents; will or divorce papers _____
11. Permit mailed to New Permittee for signature; Folder held in Pending File _____

    [package includes 2 copies of permit, cover letter, bill for collection, inspection report, and return envelopes (envelopes include a unit collection officer and envelope stamped with districts address)]
12. Transfer Interview _____

Remarks/Special Instructions _____

_____

_____

_____

_____

AFTER SIGNED PERMITS RETURNED

1. Date Permits returned _____
2. Check to see if all persons on permit signed _____
3. Check to see if Bill for Collection has been paid _____
4. Send permits to Ranger for signature _____
5. Returned from Ranger _____
6. Label changed on file folder _____
7. Relinquishment form sent to old Permittee _____
8. One copy of approved permit plus "Welcome" letter sent to New Permittee _____
9. New Permittee entered in Rolodex _____
10. Notify S.O. of New Permittee's name & address, Lot and Tract no. on Form 03-2700-9 _____
11. File all pertinent papers in dated sequence _____
12. Name & Address changed in Word Processor _____
13. Other items requiring attention _____

_____

_____

_____

_____

_____

El Dorado

United States Department of Agriculture | Forest Service | Placerville Ranger Station | 3491 Carson Court Placerville, CA 95667 (916) 644-2324

REPLY TO: 2720 Special Uses Date:

SUBJECT: Permit Transfer Interview

TO: Files

On _____, 19 _____ an interview was held with _____ the new permittee for Lot _____ of _____ Tract, to discuss the terms and conditions of the new permit. Although the entire permit was discussed, the items listed below were covered in detail so the new permittee is fully aware of their importance and understands their meaning.

1. Any and all alterations to the exterior or the cabin and/or lot need to be approved by the Forest Service in advance.

2. The use of this lot is to be for non-commercial recreation purposes and cannot be used as a permanent residence.

3. Cabin rental is allowed only when approved in advance by the Forest Service. Rental plans must be submitted for the year. The Forest Service is not required to approve rental to the point the permittee recovers the cost of owning and using a recreation residence.

4. The Forest Service does not provide any services such as road maintenance, water, garbage, or yearlong fire protection; nor are we allowed to fight structure fires as we are a wildland fire agency.

5. Clause 16 dealing with reimbursement was fully discussed.

6. The fee system and its current status were discussed in detail, and although actual figures are unknown at this time, the new permittee is aware that he/she will be held financially responsible for any future billings.

7. If the Lot lies within a Powersite Withdrawal, Clause 16 becomes inoperative if the land is needed for development of a power project. There will be no reimbursement for the lost improvements.

8. The reissuance of a permit after 1991 will be dependent upon results of a Future Use Study to determine if continued use of the lot or tract is environmentally acceptable and/or in the public interest.

9. Any changes of address or ownership are to reported immediately, in writing to the Placerville Ranger Station.

10. When in doubt about anything regarding the permit, changes in the cabin or use, contact the District Ranger for advise or help.

_____ _____

BRIAN N. MORRIS
Recreation Officer

New Permittee

_____

New Permittee

_____

Date

APPENDIX O

MONO HOT SPRINGS RESORT

A. TO BE DONE:

1. Letter to Jeff regarding the chlorine gas system: supporting the letter from Fresno County regarding certification.
   Target Date: 3/1/88
2. Amend permit for masseuse
   Target Date: 4/1/88

B. HAS BEEN DONE:

1. Certified letter has been sent to Jeff with results of FS and County inspection reports, and requirement that all items be corrected prior to being able to operate in 1988.
2. Talked to Jeff by phone on 11/2/87 and reminded him about the final building and health inspections that need to be done PRIOR to opening in 1988.
3. Talked with Steven O'dell regarding possible partnership (2/10/88). Told him he and the Winslows would have to come to us with a proposal of what they want to do with the resort. Mentioned that it should be in line with the rustic nature of the area. Also said we would have to have final approval of him as a partner. Was pretty honest about the current condition of the resort and the work that was needed to bring it up to operating standards.

APPENDIX P

AUTHORIZATION TO REPRESENT

The undersigned, who holds a vested interest in a recreation residence situated on Lot_____, _____Tract, Eldorado National Forest, hereby designates _____

_____

as my representative who will hold the special use permit, is responsible for compliance with its condition, and is authorized to act in my behalf in matters relating to the special use permit.

_____

_____

_____

_____ DATE:_____

El Dorado

APPENDIX Q

Sierra National Forest

Special Use Permit Inspection, Agreement and/or Notice

Special Use Permit (Project Name)	Permit Date	Date Issued	Report Number

District	Forest	A copy of this form was given to:

Follow-up Needed: No Yes	Date	Name

Instructions: Use this form to document agreements or communications with the Permittee relative to Special Use administration. "Safety" shall be evaluated for each visit to the site. This form may be used when written approval is required. (1) Signed by the individual with the contractual authority for the action. (2) Enter permit title from delegation of authority.

This document is issued for the following reasons:

_____ Documentation of Inspection
_____ Approval or authorization as called for in Special Use Permit
_____ Mutual agreement as authorized in Special Use Permit
_____ Minor change agreements
_____ Non-compliance with the Special Use Permit

Following are comments on the performance under the above designated Special Use Permit:

Permit Provision	Location	Comments, Approval, Agreement, or Brief Description of Work or Action Needed to Meet Special Use Permit

Safety:

(1) Name and Signature (Forest Service)	(2) Title	Date

I AGREE ON BEHALF OF PERMITTEE (delete if inapplicable) AND I ACKNOWLEDGE RECEIPT OF THIS DOCUMENT.

(1) Name and Signature (Permittee)	(2) Title	Date

Distribution:
Original to Permittee, 1 copy each to: SO., R.D., and Permittee's representative.

APPENDIX R

Checklist

Inspector _____ Resort/Marina_____

Inspector _____ Date _____

Official in Charge of Facility _____

	Acceptable	Unacceptable
I. General Safety		
A. Clean and free of hazards.		
B. Grounds free of weeds and debris.		
C. Equipment/furnace/electrical panel rooms.		
D. Material storage.		
E. Other.		
II. Walking and Working Surface		
A. Railings and toeboards.		
B. Stairs.		
C. Ladders.		
D. Safe loadings of shelves, lofts, etc., posted.		
E. Other.		
III. Exists and Related Features		
A. Exit construction, width, number.		
B. Exits unobstructed.		
C. Exit signing.		
D. Interior finishes.		

IV. Houseboats - Acceptable Unacceptable

A. All safety inspections completed before May 1. Completed inspection on file. (Current Certification)

V. Docks

A. Annual safety inspection completed before May 1. Completed inspection records on file.

VI. Restaurants (If applicable).

a. Annual health/safety inspection completed by May 1. Inspection records kept on file.

VII. Fire Protection

A. Fire extinguisher types.

B. Fire extinguisher spacing.

C. Fire extinguisher annual check

D. Fire ladders

E. Smoke Detectors

F. Other

VIII. Machine Guarding

A. Saws, grinders, and other machinery.

B. Other protective devices.

C. Other.

IX. Electrical	Acceptable	Unacceptable
A. Circuit breakers identified, properly sized.		
B. Working space adequate.		
C. Live parts guarded.		
D. System grounded.		
E. Receptacles and polarity.		
F. Cords, cord connectors and caps.		
G. Lighting fixtures, lampholders, lamps.		
H. Appliances, motors.		
I. Multiplug adaptors (None).		
J. Other.		
X. Gas Appliances		
A. Gas appliances not used where flammable vapors likely to be present,.(minimum 18" above garage floor).		
B. Appliances and connectors protected from physical damage.		
C. Appliances accessible for service.		
D. Clearance from combustibles.		
E. Combustion air openings unobstructed.		
F. Appliance shut-off valves accessible.		
G. Vents and vent connectors.		

		Acceptable	Unacceptable
XI.	LP - Gas		
	A. Location of containers.		
	B. Clearance from combustibles.		
	C. Protection from vehicles.		
	D. No-smoking signs.		
	E. Other.		
XII.	Compressed Gases		
	A. Cylinder condition.		
	B. Cylinders secured.		
	C. Other		
XIII.	Water Heaters		
	A. Pressure and temperature relief valve.		
	B. Water heater anchored or strapped.		
	C. Other.		
XIV.	Flammable and Combustible Liquids		
	A. Storage containers.		
	B. Storage cabinets.		
	C. Emergency power cutoff (for dispenser).		
	D. Ignition sources out of hazardous areas.		
	E. Other		

XV. Miscellaneous	Acceptable	Unacceptable
A. First aid supplies readily available.		
B. Woodstove chimneys properly maintained.		
C. Safety Posters properly located.		
D. Personal protective equipment.		
E. Caution, danger signs where needed.		
F. Toilet ball cock working correctly.		
G. Bookcases, tall cabinets anchored.		
H. First Aid Kits throughout the facility. Signs for kits in place.		
I. Fire Safety Plan attached to this checklist.		
J. Emergency Plan attached to this checklist.		
K. Key Personnel list attached to this checklist.		

Submitted by:

- -

Date

Reviewed by:

- -

Resort/Marina Manager

Date

Approved by:

- -

District Ranger

Date

APPENDIX S

OUTFITTER PERFORMANCE - Inspection ( )

Evaluation ( )

Name: _____. Date: _____.

Location: _____.

Wilderness ( ) Non-Wilderness ( )

Outfitter Representative: _____.
Name

Rating Codes: O - Outstanding; A - Acceptable; NI - Needs Improvement;
U - Unacceptable; N/A - Not Applicable.

	RATING
A. Permit Compliance	
1. Payments timely.	_____.
2. Insurance verification.	_____.
3. Use report accurate and timely.	_____.
4. Compliance with Title 6 requirements.	_____.
5. Permittee's advertising and signing.	_____.
6.	_____.
7.	_____.
B. Operating Plan	
1. Timely submission.	_____.
2. Itinerary followed during season.	_____.
3. Proper information given to clientele.	_____.
4. Actual service days within permitted service days.	_____.
5. Adherance to special requirements:	
a.	_____.
b.	_____.
c.	_____.
6. Stock and/or equipment management and condition.	_____.
7. Sanitation.	_____.
8. Employees qualified:	
a. Knowledge of area.	_____.
b. Experienced.	_____.
c. Well-trained.	_____.
d. Knowledgeable about operating plan.	_____.
e.	_____.
9.	_____.
10.	_____.

RATING

C. Public Service

1. Rates, services, and/or accomodations provided as represented. _____.
2. Provides good quality equipment in good repair. _____.
3. Provisions made for health and safety of clients and employees. _____.
4. Minimizes conflicts with other users. _____.
5. Maintains good public relations with:
   a. Clients _____.
   b. Other permittees _____.
   c. Forest Service _____.
   d. Community _____.
6. _____.
7. _____.

D. Are items from last performance evaluations corrected? _____.

E. Comments and corrective action _____.

F. Evaluation: Acceptable ( ) Probationary ( ) Unacceptable ( )

Note: If a permittee has a U rating in any item, the best evaluation he or she could receive is Probationary.

Comments on rating: _____.

G. Rater /s/ _____. Date _____.

H. Outfitter /s/ _____. Date _____.

I. Outfitter's comments: _____.

APPENDIX T

19 ANNUAL OPERATING PLAN
HIGH SIERRA PACK STATION

I. General Description of Normal Operating Procedures.
This should include the types of trips being offered, the general forest areas serviced by the holder, starting and ending trailheads, and areas used for grazing.

II. Scheduled Trips:
Outline the schedule of trips thus far planned for the 19__ season.

III 19 Guidelines Applicable to All Trips

A. Visitor Permits:
Permits are required for all overnight wilderness trips. The holder will advise clients to check with the Shaver Lake Office for trailheads in the John Muir or Kaiser Wilderness Areas for which they may need a reservation. Permits for quota trailheads can only be obtained through the Shaver Office. For those groups going into the Ansel Adams Wilderness Area, or the non-quota areas of the John Muir or Kaiser, the holder should encourage clients to pick up their permits from either the Shaver Lake, Eastwood, or High Sierra Ranger Stations before arriving at the pack station. For those groups arriving without their permits, the holder will then issue the Visitor Permits. Those permits will be picked up by the Forest Service on a periodic basis. Permits should indicate the total party size, including guides, cooks, or other holder staff.

B. Outfitter-Guide Permits:
The holder shall advise clients representing commercial organizations to contact the Pineridge Ranger District for current information on the requirements for an outfitter-guide permit, even though the organization or group is utilizing the services of the holder.

C. Rules and Regulations:

1. Holder parties are expected to follow the established rules and regulations. A current list of these is attached as Exhibit A, in the brochure titled **Wilderness Regulations** Inyo and Sierra National Forest.

2. For wilderness travel into the John Muir, or Ansel Adams Areas, no party shall be larger than 25 people, including guides, cooks, and other holder staff. A party of 25 clients can be spot packed provided that the party is separated into smaller groups for travel, and that the holder staff does not remain with the party overnight. There can be no more than 25 people, including holder staff, at any one time at any campsite overnight. The limit for the Kaiser is 15 people including guides, cooks, and other holder staff.

3. Except for the Mt. Whitney Trail, there are no prohibitions of stock use on trails within the John Muir Wilderness. Not all trails, however, are maintained for stock use. Use of trails may be limited by snow and high water. Holder will not cause excessive tread damage, nor make new trails which result in resource damage in going around snow banks.

IV. Public Safety:

A. Loose herding will be permitted when the packer determines it is necessary from a safety standpoint only. Loose herded stock shall have a rider in front and to the rear. As soon as it is safe to do so, the animals shall be retied.

B. The holder shall guarantee the competency of his or her staff as to their ability and knowledge in mountaineering, leadership, and packing. Each staff member is aware of responsibilities to users other than just clientele. Conflict situations may arise and should be handled in a courteous and professional manner.

C. No crippled, diseased, or sore-backed stock will be used, and all stock will be adequately fed, shod, and cared for in a humane manner. Upon request of the District Ranger or authorized representative, stock and equipment will be tendered for inspection.

D. The packer will use or rent for use only sound, physically fit and safe animals in his business. Any animal that becomes crippled, diseased, develops a sore back, or is weak from overwork, old age or lack of proper and sufficient feed or is unsafe in any way will not be used.

E. All equipment, saddles, bridles, blankets, halters, pack saddles and bags will be in good serviceable condition. All equipment will be maintained in good repair and worn-out equipment will not be used.

F. The holder will be responsible for instructing clients in safe procedures to use around stock and on the trail. They will be instructed on how to mount, dismount, ride safely and be warned of peculiar stock.

G. The holder will cooperate with the Forest Service in handling stock on trails. Stock or riders will not be permitted to take shortcuts on switchbacks. All gates on trails will be closed after passing through, if they were found closed.

V. Grazing:

Animal-night limits, forage allocations for billing, and grazing restrictions are covered in the following Allotment Management Plans:

Fish Creek/ Upper Mono

Bear Creek/ Piute Creek.

These plans are made a part of this annual Operating Plan.

VI. Approvals:

This operating plan is adopted by the holder and the U.S. Forest Service.

1987 OPERATING PLAN FOR OFF-SITE ACTIVITIES

Topics to Include:

Brief description of the programming goals for off-site activities.

General description of the types of activities to be held off-site. This includes all activities that take place outside of the camp boundaries.

Description of leader qualifications and/or training for each activitiy.

Description of safety plans, including emergency procedures, for each activity.

Description of equipment used for each activity.

Description of resource protection efforts for each activity.

Detailed breakdown of each off-site activity.

For Wilderness outings, include the following:

a. Trailheads you plan to use.
b. The approximate dates you plan to use the trailheads.
c. The number of people per trip.
d. Your destinations, and the length of stay for each trip.

For other outings such as canoe trips, horseback rides, climbing, hiking, sailing, windsurfing, waterskiing, etc. include the following:

a. Areas to be used for each activity.
b. Approximate dates of activities.
c. The number of people per activity at any one time.
d. Destinations, and the length of stay for overnights.

1987 REGULATIONS APPLICABLE TO OFF-SITE ACTIVITIES

WILDERNESS TRIPS:

Permits are required for all overnight wilderness trips. Reservations for entry into the Kaiser or John Muir Wilderness Areas must be made in advance through the Shaver Office.

The brochure titled **Wilderness Regulations** describes the regulations in effect, and is made a part of the 1987 Operating Plan.

Additional restrictions applicable to each particular wilderness are as follows:

DINKEY LAKES WILDERNESS:

Group Size - Groups are limited to a total of 15 people. This includes leaders, counselors, and campers.

Campsite Locations - No camping is allowed at Mystery, Swede, or First Dinkey Lakes. Trips should be scheduled for weekdays whenever possible. Only one party is allowed at one site at one time.

KAISER WILDERNESS:

Group Size - Groups are limited to a total of 15 people. This includes leaders, counselors, and campers.

Campsite Locations - No camping is allowed at Lower Twin Lake. Trips should be scheduled for weekdays only. Only one party is allowed at one site at one time.

PINERIDGE DISTRICT AT LARGE:

All campsite locations in the general forest areas must be 100 feet away from lakes, streams and trails.

No camping is allowed within the Huntington Lake Recreation Area except in developed sites.

Campfire permits are required for each group having a campfire, barbeque, or using any kind of a stove outside of a regular picnic area or campground.

APPENDIX U

Operating Plan for _____Resort/Marina

I. Objective

The objective of this plan is to provide a safe/quality recreation experience for the visiting public at _____Resort/Marina.

II. Operating Procedures

All stores, restaurants, snack bars and other facilities selling food or drinks to the public will be subject to the following:

- Must meet all State and County sanitation laws.
- Must have county and state permits for operation on file.
- Must have stated hours of operation displayed.
- Must keep a copy of this plan on hand and follow procedures.

III. General Safety

A. This resort will meet all state and county safety standards. Twice each operating season the resort will will make a thorough safety inspection of the facility and keep the results on file.

B. First Aid - First aid kits will be disbursed at public concentrations throughout the facility. A diagram of their locations is on file. A First Aid Sign will be placed over each kit. At least one (1) employee will carry an updated Standard First Aid Card and one (1) will carry a valid Advanced Card and one of these employees will be on duty.

C. Rescue - One vessel is designated a rescue vessel and is available at all times for rescue emergencies within the permit boundary.

D. Fire Safety - A Fire Safety Plan is attached to this document and covers:

1. Emergency phone numbers.
2. Location of all telephones within the resort.
3. Employee designated for overall fire safety.
4. Diagram of where all fire extinguishers, and fire-fighting equipment is located.
5. Location of sounding devices and how to set them off.

6. Annual date for show-me-trip for fire department responding to this facility.

7. Location of all required fire signing.

(All fire extinguishers will be inspected annually - January 1 - December 30)

E. Emergency -

1. This resort will have an Emergency Plan describing how employees will respond to any major emergency and will review the plan with all employees.

2. A pre-plan will be developed showing the location, of all emergency equipment (fire extinguishers, hydrants, water sources, etc.) and be made available to responding fire department.

3. In any major emergency (fire, accident involving major injury or death) this resort will call the folowing in the order listed:

a. 911 - to report emergency.

b. Shasta-Trinity National Forest Dispatch Office (246-5234).

c. Other.

IV. Key Personnel - Attached to this plan is a list of all key personnel, their title, duties and telephone nunmbers. This list will be updated as needed, and mailed annually to the Shasta Lake Ranger District by January 30.

V. Sanitation - All septic systems will meet state and county standards. Attached check list will be completed and kept on file at this resort.

VI. Electric - All electrical systems will meet the National Electrical Code. Attached list will be completed and be kept on file at this resort.

VII. Advertising - All resort advertisement will include a credit stating that the facility is under Special Use Permit to the Forest Service, USDA.

VIII. Title 6(Civil Rights) Notification procedures will be followed and all required signs will be conspicuously displayed.

IX. Title 504 (Handicap) All notification procedures will be followed and required signs will be conspicuously displayed.

X. Title 9 - Notification procedures will be followed.

APPENDIX V

CAMP OLJATO LONG RANGE PLAN
PROGRAM ELEMENT

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APPENDIX W

Special Use Administration in Development Projects

On January 31, 1986 Region 5 issued Interim Directive Number 11 (I.D. 11) to Forest Service Manual 2720. The intent of the Directive is to define the role of the Forest Service in Special Use development projects and other existing uses for all types of Special Use Permits. The role is broken down by phase of project development. In the design process, the role is to insure that environmental concerns, functional design concerns, mitigation requirements, and general design considerations are met. In the design review process, the role is to insure that all proper approvals have been obtained and to issue authorization to proceed with construction. During the construction phase, the role is to insure that environmental concerns and mitigation requirements are met, and that all changes are approved by State or county agencies. In the post construction phase the role is to insure that certification has been received from local authority or from licensed professionals that facilities have been constructed according to the approved design. In the operation and maintenance phase, the role is to monitor reports prepared by other agencies or licensed professionals for compliance with Permit requirements.

In all Special Use Permits, there is a clause requiring the Permittee to comply with all regulations of the Department of Agriculture and all Federal, State, county and municipal laws, ordinances or regulations which are applicable to the area or operations covered by the permit. It is required by the San Bernardino County Building Code for the County to approve design and construction on Federal land, except that specifically done by the U.S. Government or by contract to the U.S. Government.

In accordance with the above, the San Bernardino N.F. developed a draft process to comply with I.D. 11, the requirements in our Special Use Permits and the County Building Code. Following is that proposed process.

SAN BERNARDINO NATIONAL FOREST PROCEDURE
FOR
PERMITTEES PROCESSING BUILDING PERMITS
THROUGH THE
COUNTY OF SAN BERNARDINO OFFICE OF BUILDING AND SAFETY

1. THE PERMITTEE NOTIFIES THE DISTRICT RANGER OF PROPOSAL.

2. THE DISTRICT OUTLINES THE PROCEDURES TO FOLLOW, THE EXPECTED TURNAROUND TIMES, AND THE FOREST SERVICE REQUIREMENTS. FOREST SERVICE REQUIREMENTS INCLUDE PROCEDURAL REQUIREMENTS AND SUBSTANTIVE REQUIREMENTS, SUCH AS RESOURCE, MANAGEMENT, AND ENGINEERING REQUIREMENTS, STANDARDS, CRITERIA, AND THE LIKE. THE DISTRICT RANGER IS RESPONSIBLE FOR CONSULTING WITH THE APPROPRIATE S.O. STAFF TO DETERMINE THE REQUIREMENTS FOR A PARTICULAR PROPOSAL.

3. THE DISTRICT RANGER DETERMINES THE APPROPRIATE NEPA PROCESS AND MAKES THE REQUIRED DETERMINATION, AFTER CONSULTING THE APPLICABLE FOREST STAFF.

4. PERMITTEE SUBMITS TWO SETS OF DRAWINGS AND SPECIFICATIONS RESPONDING TO THE REQUIREMENTS NOTED IN ITEM #2 TO THE DISTRICT RANGER FOR FOREST REVIEW. THE DISTRICT RANGER IS RESPONSIBLE FOR CONSULTING WITH THE RESPONSIBLE SUPERVISOR'S OFFICE STAFF DURING THE REVIEW . THE NORMAL TURNAROUND TIME WILL BE 21 CALENDAR DAYS. IF ACCEPTABLE, A LETTER WILL BE ISSUED FROM THE DISTRICT RANGER TO THE COUNTY STATING THAT THE DRAWINGS HAVE BEEN REVIEWED AND APPROVED IN CONCEPT. IF NOT ACCEPTABLE, THE DRAWINGS WILL BE RETURNED TO THE PERMITTEE WITH FURTHER DIRECTION (STEP 2).

5. THE PERMITTEE SUBMITS TWO SETS OF DRAWINGS TO THE COUNTY OFFICE OF BUILDING AND SAFETY AND PAYS THE PLAN REVIEW FEE REQUIRED BY THE COUNTY. THE PERMITTEE IS RESPONSIBLE FOR INFORMING THE BUILDING OFFICIAL THAT THE PROJECT IS LOCATED ON NATIONAL FOREST LAND AND DOES NOT REQUIRE ZONING OR SITE APPROVAL.

6. THE COUNTY CHECKS TO SEE IF THE FOREST SERVICE HAS "REVIEWED" THE DRAWINGS AND APPROVED THEM IN CONCEPT. IF SO, THE COUNTY CHECKS THE DRAWINGS FOR COMPLIANCE WITH COUNTY CODES AND ORDINANCES. IF THE FOREST SERVICE HAS NOT "REVIEWED" THE DRAWINGS AND APPROVED THEM IN CONCEPT, THEN COUNTY RETURNS THE DRAWINGS TO THE PERMITTEE WITH INSTRUCTIONS TO SUBMIT THEM TO THE DISTRICT RANGER FOR REVIEW (STEP 4).

7. WHEN THE COUNTY DETERMINES THAT THE DRAWINGS ARE ACCEPTABLE AND MEET THE REQUIREMENTS OF COUNTY CODES AND ORDINANCES, THE COUNTY MARKS THE DRAWINGS "APPROVED". THE PERMITTEE PAYS ALL REQUIRED PERMIT FEES TO THE COUNTY. THE COUNTY ISSUES THE BUILDING PERMIT, RETAINS ONE SET OF DRAWINGS, AND RETURNS ONE SET OF DRAWINGS TO THE PERMITTEE. SHOULD THE COUNTY DETERMINE THAT NO PERMIT IS NECESSARY, THE COUNTY WILL PROVIDE THE PERMITTEE WITH A WRITTEN FINDING. THE NORMAL TURNAROUND TIME IS 10 WORKING DAYS FOR RESIDENTIAL CONSTRUCTION AND 20 WORKING DAYS FOR NON-RESIDENTIAL CONSTRUCTION.

8. THE PERMITTEE PROVIDES A PHOTOCOPY OF THE BUILDING PERMIT TO THE DISTRICT. IN THE EVENT THAT THE COUNTY DETERMINES THAT NO BUILDING PERMIT IS NECESSARY, THE PERMITTEE SHALL PROVIDE THE FOREST SERVICE WITH A COPY OF THE WRITTEN FINDING FROM BUILDING AND SAFETY.

9. THE DISTRICT RANGER ISSUES A LETTER TO THE PERMITTEE AUTHORIZING CONSTRUCTION ACCORDING TO THE "APPROVED" DRAWINGS AND SUBJECT TO THE TERMS OF THE BUILDING PERMIT. THE PERMITTEE KEEPS ONE SET OF THE APPROVED PLANS ON THE JOB FOR ALL REQUIRED INSPECTIONS.

10. THE COUNTY INSPECTS THE WORK IN PROGRESS IN ACCORDANCE WITH THE SAME PROCEDURES AS FOR PROJECTS ON PRIVATELY OWNED LANDS. THE COUNTY ZONING PROVISIONS DO NOT APPLY ON FOREST SERVICE LANDS.

11. UPON COMPLETION OF CONSTRUCTION AND BEFORE USE OR OCCUPANCY, THE PERMITTEE PROVIDES THE DISTRICT RANGER WITH EVIDENCE OF A FINAL INSPECTION BY THE COUNTY AND/OR A "CERTIFICATE OF OCCUPANCY" ISSUED UNDER SECTION 307 OF THE UNIFORM BUILDING CODE. A PHOTOCOPY OF THE SIGNED-OFF INSPECTION CARD OR "CERTIFICATE OF OCCUPANCY" WILL CONSTITUTE ACCEPTABLE EVIDENCE OF THE ABOVE.

Subsequent to review by the County of this process, a proposed division of responsibilities was developed. Basically, it defines the Forest Service responsibility as making Land Use determinations on National Forest land and reserves to the County the right to regulate for health and safety. This proposed plan, specifically as it relates to ski areas although it is equally applicable to all Special Uses, is included as follows:

POSITION PROPOSAL
COUNTY BUILDING AND SAFETY/FOREST SERVICE
DETAILED REVIEW/CONSTRUCTION INSPECTION RESPONSIBILITY

COUNTY	FOREST SERVICE
- BUILDINGS AND STRUCTURES, INCLUDING SKI LIFT TOWERS AND TERMINAL FACILITIES	
- DAMS AND RESERVOIRS (OTHER THAN EARTHFILL AND NOT UNDER JURISDICTION OF STATE DOSD)	- DAMS AND RESERVOIRS (EARTHFILL)
- SNOWMAKING BLDGS, INTERIOR EQUIPMENT, ASSOCIATED ELECTRICAL, ETC.	- SNOWMAKING PIPELINES , NOZZLES, ETC)IN CONTEXT OF PROCESS WATER)
	- GRADING AND DRAINAGE INCLUDING SKI RUN CONSTRUCTION AND MAINTENANCE
- ELECTRICAL TRANSMISSION AND DISTRIBUTION BEYOND P.U.D.	
- POTABLE WATER FACILITIES AND PIPELINES OUTSIDE THE PURVIEW OF A P.U.D.	
- SEWAGE COLLECTION, TREATMENT, AND DISPOSAL OUTSIDE THE PURVIEW OF A P.U.D.	
- FUEL GAS SYSTEMS OUTSIDE THE PURVIEW OF A P.U.D.	
- FENCES OVER 6 FEET HIGH	
- SIGN STRUCTURES OVER 18 SQUARE FEET AND OVER 6 FEET ABOVE GRADE TO TOP OF SIGN	
	- TREE REMOVAL
	- SITE REVIEW, AND LAND USE REVIEW/DETERMINATIONS, INCLUDING SITE DEVELOPMENT PLANNING
	- ROADS
	- PARKING AREAS (# OF SPACES AND GRADING)

| - STUMP AND SLASH BURIAL

NOTE: P.U.D. MEANS A PUBLIC UTILITY DISTRICT FORMED AS A POLITICAL SUBDIVISION OF THE STATE OR A PUBLIC UTILITY COMPANY UNDER THE JURISDICTION OF THE PUBLIC UTILITIES COMMISSION.